

THE SCHOOL LIBRARY SURVEY



The State Library uses the School Library Survey (SLS) to track trends in South Dakota school libraries.

A SCHOOL LIBRARY MUST HAVE:

- Organized print and non-print collection
- Paid library staff
- Designated facility
- Scheduled access for students and staff

Complete **one survey per school library**. Estimates are fine for year-end questions like circulation.

If your school does not meet all the above criteria, do not fill out the survey. Contact the SDSL [Data Coordinator](#) instead.

District-level data is available by request from the SDSL [Data Coordinator](#).

INSTRUCTIONS FOR COMPLETING THE 2025-26 SCHOOL LIBRARY SURVEY (SLS)

Use this worksheet to complete this year's School Library Survey. Record your answers here for easy access when filling out the survey in Canvas/Google Forms.

Before you begin you will need to gather the following numbers:

- Total enrollment for the schools your library serves. Please use the fall enrollment figures from this file: [2025-26 Fall Enrollment Census Count](#)
- Dollar amount spent to purchase new physical materials for the library's collections
- Number of new physical materials added to the library's collections
- Dollar amount spent to purchase digital resources for your library's collections
If a digital resource is shared by libraries across the district, then divide the total amount spent on the shared resources by the number of school libraries and report that amount. For example, if the district purchases an ebooks license for \$3,000 and there are three libraries in the district, then report \$1,000 for your library.
- Average weekly circulation (physical and ebooks circulation)
- Total circulation for the school year (*you may estimate circulation for the remainder of the year*)
- Number of circulation transactions (for the school year) that were eBooks
- Average number of classes visiting the library every week (*track for two weeks, then estimate*)
- Average number of independent student visits every week (*track for two weeks, then estimate*)
- Number of students who checked out at least one item during the school year (*estimate if not available*)

WORKSHEET FOR 2025-26 SCHOOL LIBRARY SURVEY

Use this worksheet to complete this year's School Library Survey. Record your answers here for easy access when filling out the survey in Canvas/Google Forms.

1. First and last name of person completing this survey:

2a. What is your role in your school library:

- Certified Teacher Librarian - Individual holds a teaching certificate AND the library endorsement AND is paid as a teacher
- Certified Teacher, not Librarian (paid as certified staff) - Individual holds a teaching certificate with no library endorsement and is paid as a teacher
- Certified Teacher, not Librarian (paid as classified staff) - Individual holds a teaching certificate with no library endorsement and is NOT paid as a teacher
- Library Paraprofessional - May be called librarian, aide, clerk, technician, assistant, etc., individual does not hold a teaching certificate or a library endorsement and is NOT paid as a teacher
- Other:

2b. If you answered "Other" and you have a professional library degree or certification (e.g., MLS or SDSL public librarian certification) but no teaching certificate, please describe your credentials and whether you are paid as certified or classified library staff.

PART 1: GENERAL SCHOOL LIBRARY INFORMATION

3. Name of your school district/system:

4. District type

- Public
- Non Public
- Tribal/BIE
- State Special School
- Other:

5. Name of the school(s) your library serves:

Using this spreadsheet, look up the following numbers: [2025-26 Fall Enrollment Census Count](#)

6. Enter the 5-digit ID number for your district/system:

7. Enter the 2-digit ID number for your school:

**If your school library serves more than one school/school ID number, just insert one number here and then note your library type and what grades your library actually serves below (questions 9 and 10). Use the same school number you used on last year's survey.*

8. What is the fall enrollment for the school(s) your library serves?

Please use the enrollment on the Fall Enrollment Census Count link above.

**If your school library serves more than one school/school ID number, total the enrollment of those schools for this answer.*

9. Library type: Choose the category that most closely matches the grade levels your library serves.

- PK-12 – one library serving all grades PK-12
- ELEMENTARY – one library serving any combination of grades PK-8
- MIDDLE SCHOOL / JUNIOR HIGH – one library serving any combination of grades 4-8
- HIGH SCHOOL – one library serving any combination of grades 6-12
- SCHOOL/PUBLIC COMBINED – one library serving any combination of grades PK-12 AND is a designated public library or branch of a public library system

10. Which grades does your library actually serve?

11. Is this a new library or reorganization of your district’s libraries?
If yes, please explain. If no, leave this question blank.

Collection Expenditures / New Items Added / Circulation	
<p>12. Expenditures for new physical materials in your school library</p> <p>How much was spent on purchases of new physical materials for your school library’s collections? Include the amount of district funding, grants, gifts used to purchase physical library materials (books, magazines, STEM resources, etc.) that are lent or used in-house by students and staff.</p>	\$
<p>13. New physical materials added to your school library</p> <p>How many new physical materials (books, magazines, STEM resources, etc.) were added to your school library’s collections this last year?</p>	
<p>14a. Expenditures on digital resources for the library</p> <p>How much was spent on purchases of new digital materials that are available for students and staff in your school library? Include the amount of district funding, grants, gifts used to purchase digital resources (eBooks, digital audiobooks, subscriptions, databases, etc.) that are lent by your school library’s students and staff?</p> <p><i>If a digital resource is shared by libraries across the district, then divide the total amount spent on the shared resources by the number of school libraries and report that amount. For example, if the district purchases an ebooks license for \$3,000 and there are three libraries in the district, then report \$1,000 for your library.</i></p>	\$
<p>14b. Please list the digital resources purchased for your library with the funds you reported in 14a. Examples: SORA, Pebble Go, InfoBase, Swank, TumbleBooks</p>	
<p>15. Average weekly circulation</p> <p>What is your school library’s average weekly circulation? <i>Estimate the average circulation per week. Include eBooks circulation.</i></p>	
<p>16. Total circulation</p> <p>What is your school library’s total circulation for this school year? <i>Estimate for the entire school year. Include eBooks circulation.</i></p>	
<p>17. eBook circulation</p> <p>Of the total circulation reported above, how many circulation transactions were eBooks? <i>Answer “0” if your library does not offer eBooks.</i></p>	

PART 2: THE PLACE / THE LIBRARY'S PHYSICAL SPACE AND RESOURCES OFFERED

18. Physical space

Can your school library accommodate the following?

- Small group instruction (groups under 15)
- Classroom instruction (15-25)
- Meeting room functions (groups larger than 25)
- Individual study spaces
- Virtual programming spaces (appropriate equipment and spaces to accommodate virtual programs)

19. Has your school library been built, remodeled, or expanded in the last two years?

If yes, briefly describe the project. If no, leave this question blank.

20. Interlibrary loans

Do not include items borrowed or lent from other libraries within your district.

Did your school library borrow items from other libraries through interlibrary loan this year? *Yes / No*

Did your school library supply items to other libraries through interlibrary loan this year? *Yes / No*

21. Resources

Does your school library provide access to the following resources?

- Print resources (books)
- eBooks and audiobooks
- Magazines / newspaper subscriptions
- Graphic Novels
- Laptop computers / tablets
- Makerspace materials
- Online databases in addition to the South Dakota State Library titles
- Video streaming subscriptions (not State Library-provided)

22. Does the school or district homepage provide a link to the library website or online catalog? *Yes / No*

23. Automation System

Which library catalog automation system does your school library use?

- Alexandria
- Atrium—Book Systems
- Circ+
- Concourse—Book Systems
- Destiny
- Library Pro
- Library World
- Resource Mate
- Sage Brush
- Spectrum
- Other
- Library is NOT AUTOMATED

24. OPAC

Is the library catalog available for students to use at home? *Yes / No*

Library's catalog is online and available outside of the district's buildings through the internet.

25. Collection Development Policy

Does your school library maintain a current collection development policy with guidelines for selection, weeding, and challenged materials? *Yes / No / I don't know*

26. Materials Challenges

Has the school library had any book challenges (people requesting books to be removed from the library) during the current school year? *Yes / No*

If you answered "yes" to the above question, how was the challenge resolved?

If you answered "no", leave this question blank.

PART 3: THE PROFESSIONAL / LIBRARY STAFFING AND STAFF ACTIVITIES

27. Please tell us the total number of staff working in the library for each certification category.

- Certified Teacher Librarian - Individual holds a teaching certificate AND the library endorsement AND is paid as a teacher _____
- Certified Teacher, not Librarian (paid as certified staff) - Individual holds a teaching certificate with no library endorsement and is paid as a teacher _____
- Certified Teacher, not Librarian (paid as classified staff) - Individual holds a teaching certificate with no library endorsement and is NOT paid as a teacher _____
- Library Paraprofessional - May be called librarian, aide, clerk, technician, assistant, etc., individual does not hold a teaching certificate or a library endorsement and is NOT paid as a teacher _____
- Other (explain in question #30a) _____

28. On average, how many hours per week does the person considered the "head" librarian work *in the library*?

- <10
 11-20
 21-30
 31-40
 Other:

29. On average, how many hours per week do all other library staff/library aides/paraprofessionals work *in the library*?

- <10
 11-20
 21-30
 31-40
 Other:

30a. Please tell us who works in your school library

List the name, title, and certification status of each staff person who works in the library.

30b. Were any of the above school library staff classroom teachers *before* they became a school librarian?

Please provide details.

30c. Are any of the library staff NOT returning next year?

Please provide details.

Staff Activities**31. Library staff carry out the following activities:**

Answer for staff at your school library.

- Library staff utilize the SD School Library Guidelines.
- Library staff utilize the SD School Library Standards.
- Library staff collaborate with the local public library staff.
- Library staff participate in professional development/continuing education opportunities offered by the SD State Library.
- Library staff provide instruction to teachers and students on using SDSL eResources (databases).
- Library staff collaborate with teachers (e.g., co-teaching, curriculum support)?

Library Instruction**32. Type of instruction offered in the library**

- Textual literacy
- Information literacy
- Civic & ethical literacy
- Digital citizenship
- Media literacy
- Reading promotion
- Collaborative lessons with teachers
- Technology skills
- Library skills
- Research skills
- Creative content creation
- STEAM/STEM
- Other (tell us in question #37)

<p>33. How often are library classes or lessons offered?</p> <ul style="list-style-type: none"> <input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Occasionally <input type="radio"/> Never <input type="radio"/> Other (short answer)
<p>34. What types of resources or tools do you use in your instruction?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Print books <input type="checkbox"/> EBooks <input type="checkbox"/> SDSL Electronic Resources <input type="checkbox"/> Other eResources and databases <input type="checkbox"/> Videos <input type="checkbox"/> Online learning platforms <input type="checkbox"/> Makerspace tools <input type="checkbox"/> Other (tell us in question #37)
<p>35. What challenges do you face providing instruction in the library?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Time constraints <input type="checkbox"/> Insufficient resources <input type="checkbox"/> Lack of teacher collaboration <input type="checkbox"/> Other (tell us in question #37)
<p>36. What professional development, resources, and/or support would help you enhance your instructional offerings?</p>
<p>37. Do you have any additional feedback regarding instructional offerings, resources used, or challenges you face in providing instruction in the library?</p>

PART 4: THE PROGRAM / STUDENT USAGE AND PROGRAMMING IN THE SCHOOL LIBRARY

<p>38. Open Hours</p> <p>How many hours per week is the library open and staffed with library personnel who can assist students?</p>	
<p>39. Non-school hours</p> <p>Does the library offer access during non-school hours?</p>	<ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No
<p>40. Class Visits</p> <p>On average, how many classes use the library each week? <i>Select two random weeks of the school year and average the two weeks.</i></p>	

41. Individual Student Visits

On average and not as part of organized instruction, how many students visit the library each week for independent use?

Select two random weeks of the school year and average the two weeks.

42. Student Check-outs

On average, how many of the school's students have checked out at least one book this year?

Estimate this number if your automated system does not give you the information. This number should not be larger than school enrollment reported on question 8.

43. Library Programming

What types of programming does the school library offer or participate in with students and staff?

Programming is an activity initiated by library staff. Programming can involve activity, displays, posters, virtual space or collaboration with other school staff.

- Local, state, national reading promotion programs
- Thematic displays and bulletin boards
- English Language Learner, special education, multicultural resources
- Book fairs
- Makerspaces and STEM programs
- Programming partnerships with the local public library
- Book clubs and special interest clubs
- Author and/or Artist in the Schools programs
- Afterschool programs
- Summer reading program in cooperation with the local public library
- Summer reading program sponsored by the district/school only

SDSL Services

44. If the State Library could offer one thing to help your library thrive, what would it be?

Final Thoughts

45. Is there anything else you want to tell us about your school library (celebrations, frustrations, what makes your library special/unique, etc.)?

SUPPLEMENTAL QUESTIONS FROM THE SDSL

Please share your feedback on State Library services and electronic resources.

46a. Of the services listed below, which five are most important for you and your students and teachers?

Please rank your top five in order of importance (#1 = most important).

- Continuing Education (learning opportunities)
- Consulting/Support
- Courier
- Digitization
- Electronic Resources / Databases
- Interlibrary Loan (ShareIt)
- OCLC WebDewey
- OCLC Interlibrary Loan (out of state borrowing/lending)
- OCLC WebJunction training opportunities
- School Library Resources

46b. (Optional) What other services or resources would you like the State Library to provide that are not currently offered?

47a. Of the following electronic resources/databases provided by the SDSL, which five do you consider most important for you and your students and teachers?

Please rank your top five in order of importance (#1 = most important).

- BookFlix
- EBSCO Business
- EBSCO General Database
- EBSCO Funk & Wagnall's New World Encyclopedia
- Gale Nineteenth Century U.S. Newspapers
- Gale Peterson's Test Prep, Gale Primary Sources
- ProQuest CultureGrams
- ProQuest Research Library
- ProQuest SIRS Discoverer
- ProQuest SIRS Issues Researcher
- ProQuest U.S. Newsstream
- World Book

47b. (Optional) What other electronic resources or databases would you like the State Library to provide that are not currently available?