

**ST. LAWRENCE-LEWIS  
SCHOOL LIBRARY SYSTEM PLAN OF SERVICE  
FIVE-YEAR LIBRARY SYSTEM PLAN OF SERVICE, JULY 1, 2006 - JUNE 30, 2011**

	ELEMENTS	GOAL STATEMENT (S) <i>Provide year by year goal(s)</i>	ACTIVITIES <i>Provide year by year description</i>	TARGET YEARS					INTENDED RESULTS <i>Provide year by year description</i>	
				2006-2007	2007-2008	2008-2009	2009-2010	2010-2011		
I.	<b>Resource-Sharing</b>	<b>I.1</b> The SLS will promote and encourage the use of interlibrary loan.	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Contribute records to regional online catalog (ICEPAC)</li> <li>• <input type="checkbox"/> Distribute union catalog of books online</li> </ul>	X	X	X	X	X	Regional online catalog will be updated quarterly.	
			<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Update and distribute Union List of Serials every 3 years</li> <li>• <input type="checkbox"/> Update and distribute North Country SLS Directory</li> <li>• <input type="checkbox"/> Distribute and review interlibrary loan procedures</li> <li>• <input type="checkbox"/> Revise interlibrary loan procedures as needed</li> </ul>		X			X		Interlibrary loan resources will be updated as appropriate. Interlibrary loan resources will be updated as appropriate.
			<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Facilitate participation in regional ILL via ICICILL, and provide training</li> <li>• <input type="checkbox"/> Continue point-to-point interlibrary loan of all materials</li> <li>• <input type="checkbox"/> Use e-mail distribution lists to expedite ILL (SLLall, etc.)</li> </ul>	X	X	X	X	X	ICICILL use will be facilitated and encouraged.	
			<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Provide van delivery of ILL materials within SLS region.</li> <li>• <input type="checkbox"/> Provide guidelines on out-of-system resource-sharing.</li> </ul>	X	X	X	X	X	Point-to-point ILL will be facilitated. ILL process will be accomplished quickly.	
			<ul style="list-style-type: none"> <li>• Interlibrary loan</li> <li>• Cooperative Collection Development</li> <li>• Delivery</li> </ul>	<b>I.2</b> The SLS will coordinate delivery of ILL materials.	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Provide van delivery of ILL materials within SLS region.</li> <li>• <input type="checkbox"/> Provide guidelines on out-of-system resource-sharing.</li> </ul>	X	X	X	X	X

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I.		I.3 The SLS will provide guidance in the development, maintenance of and use of CCCD collections.	• <input type="checkbox"/> Continue oversight of the development of CCCD collections	X	X	X	X	X	CCCD program will be facilitated.
			• <input type="checkbox"/> Advise on weeding of CCCD collections	X	X	X	X	X	CCCD collections will be weeded as appropriate to maintain relevance.
			• <input type="checkbox"/> Promote the use of CCCD collections	X	X	X	X	X	CCCD plan will be kept current. CCCD bibliographies will be on file in the SLS office. CCCD materials will be loaned between districts.
			• <input type="checkbox"/> Assist with revision of CCCD Plan, as needed			X			CCCD plan will be kept current.
			• <input type="checkbox"/> Work with CCCD committees to develop mutually funded special collections/projects	X	X	X	X	X	CCCD program will continue to expand.

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II.	Technology services for member libraries (e.g. Regional/Virtual/Union Catalog)	II.1 The SLS will update and maintain the union catalog. The SLS will update and maintain the union catalog.	<ul style="list-style-type: none"> <li>● <input type="checkbox"/> Collect MARC records for new acquisitions from librarians</li> </ul>	X	X	X	X	X	The Union Catalog will accurately reflect library holdings.
			<ul style="list-style-type: none"> <li>● <input type="checkbox"/> Use Mandarin and various online sources to convert catalog cards to MARC format</li> </ul>	X	X	X	X	X	
			<ul style="list-style-type: none"> <li>● <input type="checkbox"/> Assist in obtaining or providing cataloging for audiovisual materials and other materials which do not come cataloged</li> </ul>	X	X	X	X	X	
			<ul style="list-style-type: none"> <li>● <input type="checkbox"/> Make deletions from union catalog as needed, to reflect actual school holdings; clean up Union Catalog as time permits</li> </ul>	X	X	X	X	X	
		II.2 The SLS will assist schools in automation and in providing technology-based information services.	<ul style="list-style-type: none"> <li>● <input type="checkbox"/> Provide copy of Union database for ICEPAC updates</li> </ul>	X	X	X	X	X	The Union catalog will be readily available online through ICEPAC.
			<ul style="list-style-type: none"> <li>● <input type="checkbox"/> Publish and distribute union catalog on the Web (ICEPAC)</li> </ul>	X	X	X	X	X	
			<ul style="list-style-type: none"> <li>● <input type="checkbox"/> Continue development of SLS professional collection materials that support this goal</li> </ul>	X	X	X	X	X	Librarians will have access to a variety of relevant professional resources.
			<ul style="list-style-type: none"> <li>● <input type="checkbox"/> Continue to support school library automation</li> </ul>	X	X	X	X	X	Libraries will continue to maintain automation.
			<ul style="list-style-type: none"> <li>● <input type="checkbox"/> Continue facilitating the automation of nonpublic school libraries in our SLS</li> </ul>	X	X	X	X	X	Libraries will all be automated.
<ul style="list-style-type: none"> <li>● <input type="checkbox"/> Survey libraries for technology in place</li> </ul>	X	X	X	X	X	Libraries will obtain appropriate technologies.			
<ul style="list-style-type: none"> <li>● <input type="checkbox"/> Maintain records of district technology level for Electronic Doorway Library reporting</li> </ul>	X	X	X	X	X	The SLS will accurately report level of technology for EDL.			

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	<b>II.3</b> The SLS will work with other BOCES departments and outside agencies to access new technologies.	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Develop and implement methods to help schools achieve equity in technology</li> </ul>	X	X	X	X	X	The SLS will be the facilitator of technological equity.  Libraries will use electronic databases available to them (e.g. NOVEL databases, ProQuest, and others defined in the Online Database Co-Ser.
<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Work with regional and statewide library systems to provide electronic access to commercial indexes and full text databases</li> </ul>		X	X	X	X	X		
<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Attend meetings and workshops related to cutting edge technologies coming to our county</li> </ul>		X	X	X	X	X	The SLS will be a leader in bringing new technologies to schools	
<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Disperse information regarding technologies</li> <li>• <input type="checkbox"/> Arrange for demos of technologies that seem educationally relevant</li> <li>• <input type="checkbox"/> Encourage school participation in BOCES technology programs</li> </ul>		X	X	X	X	X		
	<b>II.4</b> The SLS will oversee the COSER for online information resources.	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> The director will work with the librarians, the SLS Technology committee and database vendors to expand and refine the online</li> </ul>	X	X	X	X	X	Schools will acquire cutting edge technologies  Libraries will have access to a wide range of quality online resources at consortium prices through COSER 508.

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III.	<b>Identify Special Client Needs and the means for meeting them</b>	The SLS will work with members to identify and meet the needs of special client groups.	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Help school libraries identify special needs clients through survey and discussion</li> <li>• <input type="checkbox"/> Continue the SLS Special Client Needs Committee to work with librarians to establish ways to meet needs of identified clients</li> <li>• <input type="checkbox"/> Continue development of professional collection materials that support this goal</li> </ul>	X	X	X	X	X	<p>The needs of special clients will continue to be identified and addressed.</p> <p>The SLS will use some of its resources to assist school libraries in meeting special client needs.</p>
			<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Help librarians provide access to needed resources, online or otherwise</li> </ul>	X	X	X	X	X	
IV.	<b>Continuing Education/Training</b>	The SLS will continue to provide professional development opportunities and materials, contingent upon sufficient funding.	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Survey librarians as needed to identify areas of training desired</li> <li>• <input type="checkbox"/> Revise Plan of Staff Development as needed to reflect survey results</li> <li>• <input type="checkbox"/> Provide training requested</li> <li>• <input type="checkbox"/> Continue development of professional collection materials that support this goal</li> <li>• <input type="checkbox"/> Encourage members to participate in professional library organizations</li> </ul>	X	X	X	X	X	<p>Professional development needs of librarians will be met.</p> <p>SLMS will be technological leaders in their schools.</p>
			<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Provide professional development for SLMS in areas of evolving technology, as appropriate</li> </ul>	X	X	X	X	X	

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V.	<b>Awareness and Advocacy</b>	The SLS will participate in regional advocacy efforts.	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Encourage members to participate in professional library organizations</li> <li>• <input type="checkbox"/> Encourage members to participate in regional advocacy workshops, meetings, and initiatives</li> <li>• <input type="checkbox"/> Provide advocacy information to members as requested</li> <li>• <input type="checkbox"/> Provide expertise, time, and location for group advocacy</li> <li>• <input type="checkbox"/> Continue development of professional collection materials that support this goal</li> </ul>	X	X	X	X	X	The SLS will assist librarians with advocacy efforts.
VI.	<b>Communication and cooperation among members</b> (school districts and non-public schools) and participants (buildings) <ul style="list-style-type: none"> <li>• Include sample Member Plan</li> </ul>	The SLS will promote communication among members and participants.	<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Publish system newsletter</li> </ul>	X	X	X	X	X	The SLS will communicate frequently and effectively with constituents.
			<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Hold Communications Coordinator (Liaison) and Council meetings</li> <li>• <input type="checkbox"/> Continue distribution of information via most effective format of communication</li> <li>• <input type="checkbox"/> Encourage use of listservs for exchange of library information and news</li> </ul>	X	X	X	X	X	
			<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Continue to distribute annual evaluation of programs and services to all participants</li> <li>• <input type="checkbox"/> Use results of annual evaluation as a guide to improving system communications</li> </ul>	X	X	X	X	X	
			<ul style="list-style-type: none"> <li>• <input type="checkbox"/> Provide SLS orientation for librarians new to the SLS</li> </ul>	X	X	X	X	X	New librarians will understand their role in the SLS and services available to SLS members.

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VII.	Cooperative efforts with other library systems	The SLS will work with other library systems to provide services and programs.	<ul style="list-style-type: none"> <li>● <input type="checkbox"/> Update and publish <i>North Country Region Library Systems Directory of Libraries</i> with other regional library systems</li> <li>● <input type="checkbox"/> Update and publish <i>North Country Union List of Serials</i> with five regional school library systems</li> <li>● <input type="checkbox"/> Maintain point-to-point interlibrary loan with eight regional library systems</li> <li>● <input type="checkbox"/> Provide multi-system continuing education as funds allow</li> <li>● <input type="checkbox"/> Encourage participation in NASLMS (Northern Area School Library Media Specialists), a SLMS regional affiliate that encompasses the St. Lawrence-Lewis and Franklin-Essex-Hamilton SLS regions</li> </ul>	X	X	X	X	X	The SLS will organize cooperative ventures with other library systems.  <i>(NOTE: The SLS will spend the next 12-20 months re-evaluating the value and administration of this service.)</i>
			<ul style="list-style-type: none"> <li>● <input type="checkbox"/> Participate in Book Review Project with Franklin-Essex-Hamilton and Clinton-Essex-Warren-Washington SLS's</li> </ul>	X	X	X	X	X	
			<ul style="list-style-type: none"> <li>● <input type="checkbox"/> Explore ways to improve school-public library cooperation</li> <li>● <input type="checkbox"/> Explore ways to improve school-academic library cooperation</li> </ul>	X	X	X	X	X	The SLS will build collaborative relationships with libraries of other types.

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VIII.	Other goal(s)								