

**ST. LAWRENCE-LEWIS
SCHOOL LIBRARY SYSTEM PLAN OF SERVICE
FIVE-YEAR LIBRARY SYSTEM PLAN OF SERVICE, JULY 1, 2011 - JUNE 30, 2016**

ELEMENT/TOPIC	Ques #	GOAL STATEMENT (S)	TARGET YEARS					INTENDED RESULTS	EVALUATION METHODS	ACTIVITIES
			2011-2012	2012-2013	2013-2014	2014-2015	2015-2016			
Element 1 - RESOURCE SHARING (Cooperative Collection Development)	4.1	The SLS will provide guidance in the development, maintenance of and use of CCCD collections.	X	X	X	X	X	<ul style="list-style-type: none"> 4.1 (1) -- CCCD program will be facilitated and expanded and the CCCD plan kept current. 	1) SLS Committee Report Summaries for Council and CC/Liaisons; 2) Annual SLS evaluation; 3) CCCD kit circulation statistics; 4) CoSer commitment forms for CCCD projects; 5) Minutes from CCCD meetings; 6) List of available CCCD kits; 7) Annual review of Plan currency;	<ul style="list-style-type: none"> Continue oversight of the development of CCCD collections Coordinate selection of in-depth CCCD topics Work with CCCD committees to develop mutually funded special collections/projects Look for other areas of CCCD collaboration
			X	X	X	X	X	<ul style="list-style-type: none"> 4.1 (2) -- CCCD materials will be up-to-date, visible and available for ILL. 	1) Review of CCCD holdings through OPAC bibliographies; 2) Anecdotal evidence from CC/Liaison meetings; 3) ILL circulation statistics	<ul style="list-style-type: none"> Promote the use of CCCD collections through PR, displays at meetings and staff development days, newsletters, etc. Advise on weeding of CCCD collections
			X	X	X	X	X	<ul style="list-style-type: none"> 4.1 (3) -- CCCD Information resources will be available 24x7. 	1) Bibliography of VRL titles/volumes; 2) CoSer commitment forms for CCCD projects; 3) Usage statistics for electronic CCCD resources	<ul style="list-style-type: none"> Continue development of Virtual Reference Library (VRL) of ebooks Implement ProQuest as a CCCD project Collect statistics on usage
	4.2	N/A						N/A	N/A	N/A
2011-2016 Cooperative Collection Development Plan URL http://www.sllboces.org/Page/665 (Union Catalog)	4.3	The SLS will update and maintain the Union Catalog.	X	X	X	X	X	<ul style="list-style-type: none"> 4.3 (1) -- The Union Catalog will accurately reflect library holdings. 	1) Statistics for MARC records added to and deleted from Union Catalog; 2) Ongoing conversion records	<ul style="list-style-type: none"> Collect MARC records for new acquisitions from OPALS catalogs (monthly) Use Union Catalog and various online sources to convert uncataloged material records to MARC format Collect MARC record change forms from librarians and use them to update the Union Catalog.

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Element 1 - RESOURCE SHARING (contd.)	4.3 (contd.)									<ul style="list-style-type: none"> • Make deletions from Union Catalog monthly based on deletions from district OPALS catalogs • Clean up Union Catalog as time permits
			X	X	X	X	X	<ul style="list-style-type: none"> • 4.3 (2) -- The Union Catalog will be readily available online through OPALS and ICEPAC. 	1) Confirming emails for records contributed to ICEPAC; 2) Union Catalog accessible from OPALS link in district catalogs; 3) District holdings available on online regional catalog	<ul style="list-style-type: none"> • Contribute records to regional online catalog (ICEPAC) • Publish and distribute Union Catalog on the Web
(Delivery)	4.4	The SLS will coordinate delivery of ILL materials.	X	X	X	X	X	<ul style="list-style-type: none"> • 4.4 -- Delivery of ILL materials will be facilitated. 	1) Van delivery records; 2) ILL polices and guidelines; 3) ICICILL reporting; 4) Annual SLS evaluation	<ul style="list-style-type: none"> • Provide van delivery of ILL materials within SLS region via BOCES LRC service. • Provide guidelines on out-of-system resource-sharing.
(Interlibrary Loan)	4.5	The SLS will promote and encourage the use of interlibrary loan.	X	X	X	X	X	<ul style="list-style-type: none"> • 4.5 (1) -- Interlibrary loan resources will be updated as appropriate. 	1) Review of annual directory update; 2) ILL procedures and guidelines documented; 3) Minutes from regional meetings; 4) Minutes from CC/Liaison meetings	<ul style="list-style-type: none"> • Update and publish North Country SLS Directory • Distribute and review interlibrary loan procedures • Revise interlibrary loan procedures as needed
			X	X	X	X	X	<ul style="list-style-type: none"> • 4.5 (2) -- ICICILL use will be efficient and effective. 	1) Review of ICICILL statistics; 2) Review of NNYLN reporting to SLS; 3) Annual SLS evaluation; 4) Anecdotal evidence from school library staff members	<ul style="list-style-type: none"> • Facilitate point-to-point participation in regional ILL via ICICILL, and use of ICICILL email distribution lists • Provide training • Monitor ICICILL ILL and pull ILL statistics
			X	X	X	X	X	<ul style="list-style-type: none"> • 4.5 (3) -- Librarians will have access to a variety of relevant professional resources. 	1) Acquisitions report for SLS professional development collection; 2) Circulation & usage statistics for professional materials	<ul style="list-style-type: none"> • Continue development of print and virtual SLS professional collection materials that support this goal
(Other)	4.6	The SLS will promote equity of access to information resources.	X	X	X	X	X	<ul style="list-style-type: none"> • 4.6 (1) -- SLS members will have equitable access to a variety of print and nonprint resources. 	1) VRL list; 2) List of online databases purchased by SLS for members; 3) CCCD kit list; 4) CCCD bibliographies	<ul style="list-style-type: none"> • Continue providing online resources to SLS members, as funds allow • Promote CCCD materials • Promote SLS, NNYLN, and state-provided online resources

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Element 1 - RESOURCE SHARING	4.6 (contd.)		X	X	X	X	X	<ul style="list-style-type: none"> • 4.6 (2) -- SLS members will use CCCD materials in Internet accessible format. 	1) Online resource usage stats; 2) Annual SLS evaluation; 3) Anecdotal evidence from school librarians	<ul style="list-style-type: none"> • Access VRL ebooks through local catalog links to online host • Continue ProQuest as a CCCD project
Element 2 - SPECIAL CLIENT GROUPS	4.7	The SLS will work with members to identify and meet the needs of special client groups.	X	X	X	X	X	<ul style="list-style-type: none"> • 4.7 (1) -- The needs of special clients will continue to be identified and addressed. 	1) Minutes from Special Client Groups and CC/Liaison Committees; 2) Anecdotal information from school librarians; 3) Analysis of special needs survey; 4) Acquisitions report for SLS professional development collection	<ul style="list-style-type: none"> • Help school libraries identify special needs clients through survey and discussion and provide resources, as available • Continue development of professional collection materials that support this goal
			X	X	X	X	X	<ul style="list-style-type: none"> • 4.7 (2) --The SLS will provide equitable access to information for all students. 	1) Circulation and usage statistics for print and virtual resources; 2) Anecdotal evidence from school librarians	<ul style="list-style-type: none"> • Help librarians provide access to needed resources, online or otherwise
Element 3 - PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION	4.8	The SLS will continue to provide professional development opportunities and materials, contingent upon sufficient funding.	X	X	X	X	X	<ul style="list-style-type: none"> • 4.8 (1) -- Professional development needs of librarians will be met. 	1) Training survey results; 2) Acquisitions report for SLS professional development collection; 3) Circulation and usage statistics for SLS Professional Library materials; 4) Final list of Professional Development programs offered	<ul style="list-style-type: none"> • Survey librarians as needed to identify areas of training desired and work with Professional Development Committee to plan requested professional development training • Continue development of professional collection materials that support this goal • Encourage members to participate in professional library organizations
			X	X	X	X	X	<ul style="list-style-type: none"> • 4.8 (2) -- School librarians will be technological leaders in their schools. 	1) Final list of Professional Development programs offered; 2) Annual SLS evaluation; 3) Anecdotal evidence from school librarians	<ul style="list-style-type: none"> • Provide professional development for school librarians in areas of evolving technology, as appropriate • Work with BOCES Model School Program to identify essential skills

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Element 4 - CONSULTING AND DEVELOPMENT (Facilities Planning) (Copyright Compliance) (Information Skills Curriculum) (Mentoring Program) (Grant Funding)	4.9	The SLS will provide assistance in school library facilities planning.	X	X	X	X	X	<ul style="list-style-type: none"> 4.9 (1) -- Appropriate resources will be available for school districts planning library renovations. 	1) Acquisitions report for SLS professional development collection; 2) Circulation and usage statistics for SLS Professional Library materials; 3) Vertical file holdings on facilities planning for library media centers	<ul style="list-style-type: none"> Collect professional materials and other information on school library facilities use and planning Communicate with school districts on availability of resources and expertise
		The SLS will provide guidance in copyright compliance.	X	X	X	X	X	<ul style="list-style-type: none"> 4.9 (2) -- School libraries will practice copyright compliance. 	1) Acquisitions report for SLS professional development collection; 2) Circulation and usage statistics for SLS Professional Library materials; 3) Vertical file holdings on facilities planning for library media centers	<ul style="list-style-type: none"> Collect professional materials and other information on copyright Spotlight copyright in LRC/SLS newsletters Model copyright compliance
		The SLS will provide leadership in the area of a system-wide information skills curriculum.	X	X	X	X	X	<ul style="list-style-type: none"> 4.9 (3) -- School librarians will have a current information skills curriculum to guide their instructional program. 	1) Minutes from Consulting and Development Services Committee; 2) Acquisitions report for SLS professional development collection; 3) Circulation and usage statistics for SLS Professional Library materials; 4) Anecdotal evidence from CC/Liaisons	<ul style="list-style-type: none"> Monitor and update the SLS's K-12 Information Skills Curriculum with the assistance of all school librarians
		The SLS will maintain a mentoring program for new/nearly new school librarians.	X	X	X	X	X	<ul style="list-style-type: none"> 4.9 (4) -- New school librarians will have mentoring partners to guide them in their new roles. 	1) Council minutes; 2) Mentoring Program documents/planning; 3) Anecdotal evidence from school librarians; 4) Acquisitions report for SLS professional development collection; 5) Circulation and usage statistics for SLS Professional Library materials;	<ul style="list-style-type: none"> Recruit veteran school librarians to be mentors Canvass new school librarians to be mentees Provide structured opportunities for interaction Provide conduit(s) for sharing information between mentoring partners and/or other school librarians/SLS Evaluate effectiveness of program Collect professional materials of use to mentoring partners.
		The SLS will distribute information on available grant funding.	X	X	X	X	X	<ul style="list-style-type: none"> 4.9 (5) -- School librarians will know about available grant funding. 	1) Review of weekly SLS newsletters; 2) Email correspondence folder on available grants funding; 3) Minutes of CC/Liaison meetings	<ul style="list-style-type: none"> Send out alerts on grants, as information is received by SLS Maintain file of available grant funding

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Element 5 - COORDINATED SERVICES (Library Automation)	4.10	The SLS will assist schools in automation and in providing technology-based information services.	X	X	X	X	X	<ul style="list-style-type: none"> 4.10 (1) -- Libraries will continue to maintain automation. 	1) CoSer commitment forms for CCCD projects; 2) Library automation updates in Council and CC/Liaison minutes; 3) Log of school visits; 4) Log of additions/deletions taken from OPALS catalogs and imported into Union Catalog; 5) Annual SLS evaluation	<ul style="list-style-type: none"> Continue to support school library automation through telephone and on-site assistance, training, guidelines, manual updates, etc. Continue facilitation of nonpublic school library automation Provide technical support
			X	X	X	X	X	<ul style="list-style-type: none"> 4.10 (2) -- Libraries will obtain appropriate information technologies and report level of technology for NOVELny Ready Libraries program. 	1) Minutes from Council and CC/Liaison meetings; 2) Minutes from Coordinated Service Committee meetings; 3) Final list of Professional Development programs offered; 4) Annual SLS evaluation	<ul style="list-style-type: none"> Survey libraries for technology in place Maintain records of district technology level for NOVELny Ready Library reporting Attend meetings and workshops related to cutting edge technologies and arrange for demos of technologies that seem educationally relevant
		(Online Resources)	The SLS will oversee the COSER for online information resources.	X	X	X	X	X	<ul style="list-style-type: none"> 4.10 (3) -- Libraries will have access to a wide range of quality online resources at consortium prices through COSER 508. 	1) CoSer commitment forms for online resources
Element 6 - AWARENESS AND ADVOCACY	4.11	The SLS will participate in regional advocacy efforts.	X	X	X	X	X	<ul style="list-style-type: none"> 4.11 -- The SLS will assist librarians with advocacy efforts. 	1) Review of weekly SLS newsletters; 2) Email correspondence folder on advocacy issues; 3) Minutes of Council and CC/Liaison meetings; 4) Acquisitions report for SLS professional development collection; 5) Circulation and usage statistics for SLS Professional Library materials	<ul style="list-style-type: none"> Encourage members to participate in professional library organizations Encourage members to participate in regional advocacy workshops, meetings, and initiatives Continue development of professional collection materials that support this goal

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Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES	4.12	The SLS will promote communication amongs members and participants.	X	X	X	X	X	<ul style="list-style-type: none"> 4.12 (1) -- The SLS will communicate frequently and effectively with constituents. 	1) Booktalk Weekly archive; 2) Email correspondence folder for SLS distribution lists; 3) SLS blog archive; 4) Council and CC/Liaison minutes; 5) Annual SLS evaluation	<ul style="list-style-type: none"> Publish system electronic newsletter (Booktalk Weekly) and maintain SLS blog Hold CC/Liaison and Council Continue distribution of information via most effective format of communication (email, blog, etc.) Encourage use of listservs, blogs, chat, etc. for exchange of library information and news
			X	X	X	X	X	<ul style="list-style-type: none"> 4.12 (2) -- School districts will be able to evaluate SLS services and impact future services. 	1) Annual SLS evaluation summary; 2) Council and CC/Liaison minutes; 3) Anecdotal evidence from school librarians	<ul style="list-style-type: none"> Continue to distribute annual evaluation of programs and services to all participants Use results of annual evaluation as a guide to improving system communications
			X	X	X	X	X	<ul style="list-style-type: none"> 4.12 (3) -- New librarians will understand their role in the SLS and services available to SLS members. 	1) Orientation agenda and meeting packet; 2) Mentoring Program documentation and feedback; 3) School visit reports	<ul style="list-style-type: none"> Provide SLS orientation for librarians new to the SLS
Member Plan URL: http://	4.13	N/A					N/A	N/A	<ul style="list-style-type: none"> N/A 	
Element 8 - COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS	4.14	The SLS will work with other libraries, library systems, and library organizations to provide services and programs.	X	X	X	X	X	<ul style="list-style-type: none"> 4.14 -- The SLS will organize cooperative ventures with other library systems. 	1) Review of annual directory update; 2) Minutes of North Country Regional SLS Director meetings; 3) ICEPAC ILL stats; 4) Anecdotal evidence on ILL success; 5) Book Review Program statistics and documentation; 6) CC/Liaison minutes; 7) Professional Development Committee minutes	<ul style="list-style-type: none"> Update and publish <i>North Country Region Library Systems Directory of Libraries</i> with other regional library systems Collaborate with regional systems for discussion on new common topics of interest and professional development opportunities Maintain point-to-point interlibrary loan with eight regional library Participate in Book Review Project with Franklin-Essex-Hamilton and Clinton-Essex-Warren-Washington SLSs

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Element 8 - COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS	4.14 (contd.)									<ul style="list-style-type: none"> • Encourage participation in SLNNY (School Librarians of Northern New York), a NYLA/SSL regional affiliate that encompasses the St. Lawrence-Lewis and Franklin-Essex-Hamilton SLS regions • Explore ways to improve school-public and school-academic library cooperation