

Washington-Saratoga-Warren-Hamilton-Essex BOCES School Library System 2006 – 2011 Plan of Service
Section 5B

Element 1 Resource Sharing

Includes Cooperative Collection Development, Delivery and Interlibrary Loan

Goal Statements	Intended Results (Provide year by year description)	Evaluation Methods (Provide year by year description)
<p>a. Goal related to CCD</p> <p>Member libraries work collaboratively to build a comprehensive regional collection.</p>	<p>2006-2007 #1 Member libraries will analyze their collections and make informed subject area selections for the 2007 -2010 plan.</p>	<p>2006-2007 #1 Based on Selection Process documentation submitted with selection requests.</p>
	<p>2006-2007 #2 CCCD Committee will develop and approve 2007-2010 CCCD Plan based on subject area selections by member libraries.</p>	<p>2006-2007 #2 Plan will be approved by the SLS Council.</p>
	<p>2007-2008 CCCD Committee will evaluate 2007-2010 CCCD Plan against previous plans locating regional areas of weakness and strength.</p>	<p>2007-2008 Generated list of strengths and weaknesses is developed and shared.</p>
	<p>2008-2009 #1 CCCD Committee will develop and approve 2008-2011 CCCD subject area assignments based on subject area selections by member libraries.</p>	<p>2008-2009 #1 Plan will be approved by the SLS Council.</p>
	<p>2008-2009 #2 SLS Council and CCCD Committee will revise and expand CCCD Plan to align it with the Plan of Service and the Commissioner's Regulations.</p>	<p>2008-2009 #2 Generated list of new subject areas is developed and shared.</p>
	<p>2009-2010 CCCD Committee will evaluate 2008-2011 CCCD Plan against current regional collection locating regional areas of weakness and strength.</p>	<p>2009-2010 Generated list of strengths and weaknesses is developed and shared.</p>
	<p>2010-2011 Member libraries will analyze their collections and make informed subject area selections for the 2011 -2014 plan.</p>	<p>2010-2011 Based on Selection Process documentation submitted with selection requests.</p>

Washington-Saratoga-Warren-Hamilton-Essex BOCES School Library System 2006 – 2011 Plan of Service
Section 5B

<p>b. Goal related to Delivery</p> <p>Students and Faculty of member schools have timely and equitable access to quality information resources regardless of location.</p>	<p>2006-2007</p> <p>SLS will analyze regional delivery service to locate areas of strengths and weaknesses.</p>	<p>2006-2007</p> <p>Survey of member libraries.</p>
	<p>2007-2008</p> <p>Increase strength of delivery system by developing a plan to address identified weaknesses.</p>	<p>2007-2008</p> <p>Plan will be developed.</p>
	<p>2008-2009</p> <p>Member libraries will be able to quickly locate delivery options to and from other regional libraries by utilizing a newly developed delivery directory on SLS website.</p>	<p>2008-2009</p> <p>Follow up Survey of member libraries. Website usage statistics.</p>
	<p>2009-2010</p> <p>All member libraries will have daily delivery or alternative options.</p>	<p>2009-2010</p> <p>ILL delivery average in transit time statistics.</p>
	<p>2010-2011</p> <p>SLS will analyze regional delivery service to ensure areas of weakness have been addressed and to identify newly developed needs.</p>	<p>2010-2011</p> <p>Survey of member libraries.</p>
<p>c. Goal related to Interlibrary Loan</p> <p>Member libraries encourage students and faculty to seek resources from other institutions.</p>	<p>2006-2007</p> <p>Member libraries will become aware of their library's level of ILL participation.</p>	<p>2006-2007</p> <p>Analysis of ILL statistics and ranking of school's participation by # of ILL requests to enrollment ratio.</p>
	<p>2007-2008</p> <p>ILL requests increase, especially at schools with a history of little or no activity.</p>	<p>2007-2008</p> <p>ILL statistics</p>
	<p>2008-2009</p> <p>The Regional ILL process will be simplified and outlined on the SLS Website.</p>	<p>2008-2009</p> <p>Survey of member libraries.</p>
	<p>2009-2010</p> <p>Member libraries will become aware of their library's level of ILL participation and its relationship to the CCCD Plan and process.</p>	<p>2009-2010</p> <p>Analysis of ILL statistics and ranking of school's participation by # of ILL requests to enrollment ratio.</p>
	<p>2010-2011</p> <p>ILL participation will increase at schools with little or no participation.</p>	<p>2010-2011</p> <p>Analysis of ILL statistics and ranking of school's participation by # of ILL requests to enrollment ratio.</p>

Washington-Saratoga-Warren-Hamilton-Essex BOCES School Library System 2006 – 2011 Plan of Service
Section 5B

Element 2 Technology Services

Goal Statements	Intended Results (Provide year by year description)	Evaluation Methods (Provide year by year description)
a. Goal related to Union Catalog Upgrade and maintain the Union Catalog.	2006-2007 Library users will benefit by receiving materials in a timely and efficient manner.	2006-2007 SLS End of year survey. Catalog usage statistics.
	2007-2008 Library users will benefit by receiving materials in a timely and efficient manner.	2007-2008 SLS End of year survey. Catalog usage statistics.
	2008-2009 Library users will benefit by receiving materials in a timely and efficient manner.	2008-2009 SLS End of year survey. Catalog usage statistics.
	2009-2010 Library users will benefit by receiving materials in a timely and efficient manner.	2009-2010 SLS End of year survey. Catalog usage statistics.
	2010-2011 Library users will benefit by receiving materials in a timely and efficient manner.	2010-2011 SLS End of year survey. Catalog usage statistics.
b. Goal related to Union List of Serials Upgrade and maintain an electronic Union List of Serials.	2006-2007 Libraries will share serials resources regionally by accessing the electronic Union List of Serials.	2006-2007 Catalog usage statistics. Serials ILL statistics.
	2007-2008 Libraries will share serials resources regionally by accessing the electronic Union List of Serials.	2007-2008 Catalog usage statistics. Serials ILL statistics.
	2008-2009 Libraries will share serials resources regionally by accessing the electronic Union List of Serials.	2008-2009 Catalog usage statistics. Serials ILL statistics.
	2009-2010 Libraries will share serials resources regionally by accessing the electronic Union List of Serials.	2009-2010 Catalog usage statistics. Serials ILL statistics.
	2010-2011 Libraries will share serials resources regionally by accessing the electronic Union List of Serials.	2010-2011 Catalog usage statistics. Serials ILL statistics.

Washington-Saratoga-Warren-Hamilton-Essex BOCES School Library System 2006 – 2011 Plan of Service
Section 5B

<p>c. Goal related to Integrated Library System (Central Server)</p> <p>Upgrade and maintain the regional Library Automation Central Server.</p>	<p>2006-2007</p> <p>Libraries will benefit by identifying available resources by their circulation status, thus saving time and effort.</p>	<p>2006-2007</p> <p>Catalog usage statistics. ILL statistics.</p>
	<p>2007-2008</p> <p>Libraries will benefit by identifying available resources by their circulation status, thus saving time and effort.</p>	<p>2007-2008</p> <p>Catalog usage statistics. ILL statistics from Central Server Schools vs. non-Central Server schools.</p>
	<p>2008-2009</p> <p>Libraries will benefit by identifying available resources by their circulation status, thus saving time and effort.</p>	<p>2008-2009</p> <p>Catalog usage statistics. ILL statistics from Central Server Schools vs. non-Central Server schools.</p>
	<p>2009-2010</p> <p>Libraries will benefit by identifying available resources by their circulation status, thus saving time and effort.</p>	<p>2009-2010</p> <p>Catalog usage statistics. ILL statistics from Central Server Schools vs. non-Central Server schools.</p>
	<p>2010-2011</p> <p>Libraries will benefit by identifying available resources by their circulation status, thus saving time and effort.</p>	<p>2010-2011</p> <p>Catalog usage statistics. ILL statistics from Central Server Schools vs. non-Central Server schools.</p>

Washington-Saratoga-Warren-Hamilton-Essex BOCES School Library System 2006 – 2011 Plan of Service
Section 5B

Element 3 Special Client Groups

Goal Statements	Intended Results (Provide year by year description)	Evaluation Methods (Provide year by year description)
<p>Goal related to Special Client Group #1: Students with disabilities</p> <p>Facilitate increased awareness of and access to resources and services available for students with disabilities and/or special needs.</p>	<p>2006-2007 Students with ADD/ADHD will receive a higher level of service from their school library due to the SLMS' increased awareness of resources and services available to and strategies for working with students who have ADD/ADHD.</p>	<p>2006-2007 Survey of member SLMS and teachers.</p>
	<p>2007-2008 Students with reading disabilities will receive a higher level of service from their school library due to the SLMS' increased awareness of resources and services available to and strategies for working with students who have reading disabilities.</p>	<p>2007-2008 Survey of member SLMS and Special Education teachers.</p>
	<p>2008-2009 Students with disabilities and/or special needs will receive a higher level of service from their school library due to the SLMS' increased awareness of resources and services available to and strategies for working with them.</p>	<p>2008-2009 Survey of member SLMS and teachers.</p>
	<p>2009-2010 Students with disabilities and/or special needs will receive a higher level of service from their school library due to the SLMS' increased awareness of resources and services available to and strategies for working with them.</p>	<p>2009-2010 Survey of member SLMS and teachers.</p>
	<p>2010-2011 Students with disabilities and/or special needs will receive a higher level of service from their school library due to the SLMS' increased awareness of resources and services available to and strategies for working with them.</p>	<p>2010-2011 Survey of member SLMS and teachers.</p>

Element 4 Continuing Education and Training

Goal Statements	Intended Results	Evaluation Methods
<p>Goal #1 related to: Becoming Information Leaders</p> <p>Build leadership and information literacy skills in member SLMS enabling them to become Information Leaders in their schools and districts.</p>	<p>2006-2007 SLMS understand their present role within their school and district.</p>	<p>2006-2007 Surveys.</p>
	<p>2007-2008 SLMS increase their leadership skills and their participation in building and district level activities.</p>	<p>2007-2008 Surveys.</p>
	<p>2008-2009 SLMS will understand the changing role of information in education and the world.</p>	<p>2008-2009 Surveys.</p>
	<p>2009-2010 SLMS will lead change initiatives in their libraries to increase awareness of their role as Information Leaders.</p>	<p>2009-2010 Surveys.</p>
	<p>2010-2011 SLMS will plan an active role as Information Leaders in their schools and districts.</p>	<p>2010-2011 Surveys.</p>
<p>Goal #2 related to: Collaboration & Info. Lit Skills Curriculum</p> <p>Increase understanding and use of the K-12 Regional Information Literacy Skills Curriculum.</p>	<p>2006-2007 School Administrators will better understand the vital role of information literacy and the school library in their school curriculum and community.</p>	<p>2006-2007 Pre and Post surveys of administrators.</p>
	<p>2007-2008 SLMS will collaborate with teachers utilizing the K-12 Information Literacy Skills Curriculum as a foundation.</p>	<p>2007-2008 Survey. Case studies.</p>
	<p>2008-2009 SLMS will receive administrative support for their role as teachers and for increased collaboration with classroom teachers.</p>	<p>2008-2009 Surveys. Case studies.</p>
	<p>2009-2010 Teachers in member schools will better understand the vital role of information literacy and the school library in their school curriculum and community.</p>	<p>2009-2010 Pre and Post surveys of teachers and SLMS.</p>
	<p>2010-2011 SLMS will consistently use one research model district-wide to facilitate increased understanding for students.</p>	<p>2010-2011 Survey. Case studies.</p>

Washington-Saratoga-Warren-Hamilton-Essex BOCES School Library System 2006 – 2011 Plan of Service
Section 5B

<p>Goal #3 related to: Emerging Technologies</p> <p>Explore recent and emerging technologies as tools for teaching and learning.</p>	<p>2006-2007 SLMS will be aware of and will utilize emerging technologies both personally and professionally for activities such as communication, professional development and library initiatives.</p>	<p>2006-2007 Utilization statistics. Surveys.</p>
	<p>2007-2008 SLMS will be aware of and will utilize emerging technologies both personally and professionally for activities such as communication, professional development and library initiatives.</p>	<p>2007-2008 Utilization statistics. Surveys.</p>
	<p>2008-2009 SLMS will be aware of and will utilize emerging technologies both personally and professionally for activities such as communication, professional development and library initiatives.</p>	<p>2008-2009 Utilization statistics. Surveys.</p>
	<p>2009-2010 SLMS will be aware of and will utilize emerging technologies both personally and professionally for activities such as communication, professional development and library initiatives.</p>	<p>2009-2010 Utilization statistics. Surveys.</p>
	<p>2010-2011 SLMS will be aware of and will utilize emerging technologies both personally and professionally for activities such as communication, professional development and library initiatives.</p>	<p>2010-2011 Utilization statistics. Surveys.</p>

Washington-Saratoga-Warren-Hamilton-Essex BOCES School Library System 2006 – 2011 Plan of Service
Section 5B

Element 5 Consulting and Technical Assistance Services

Goal Statements	Intended Results (Provide year by year description)	Evaluation Methods (Provide year by year description)
<p>Goal #1 related to: SLS outreach to new SLMS</p> <p>Increase understanding of and participation in SLS services by SLMS new to the system and/or the profession.</p>	<p>2006-2007 SLMS new to the SLS and/or the profession will become aware of and actively participate in SLS services.</p>	<p>2006-2007 Participation statistics. Survey.</p>
	<p>2007-2008 SLMS new to the SLS and/or the profession will become aware of and actively participate in SLS services.</p>	<p>2007-2008 Participation statistics. Survey.</p>
	<p>2008-2009 SLMS new to the SLS and/or the profession will become aware of and actively participate in SLS services.</p>	<p>2008-2009 Participation statistics. Survey.</p>
	<p>2009-2010 SLMS new to the SLS and/or the profession will become aware of and actively participate in SLS services.</p>	<p>2009-2010 Participation statistics. Survey.</p>
	<p>2010-2011 SLMS new to the SLS and/or the profession will become aware of and actively participate in SLS services.</p>	<p>2010-2011 Participation statistics. Survey.</p>
<p>Goal #2 related to: regional mentoring assistance</p> <p>Facilitate a regional buddy system among member SLMS to provide support and guidance.</p>	<p>2006-2007 Member SLMS will receive support and guidance from each other through the buddy system.</p>	<p>2006-2007 Participation. Buddy contact statistics. Surveys.</p>
	<p>2007-2008 Member SLMS will receive support and guidance from each other through the buddy system.</p>	<p>2007-2008 Participation. Buddy contact statistics. Surveys.</p>
	<p>2008-2009 Member SLMS will receive support and guidance from each other through the buddy system.</p>	<p>2008-2009 Participation. Buddy contact statistics. Surveys.</p>
	<p>2009-2010 Member SLMS will receive support and guidance from each other through the buddy system.</p>	<p>2009-2010 Participation. Buddy contact statistics. Surveys.</p>
	<p>2010-2011 Member SLMS will receive support and guidance from each other through the buddy system.</p>	<p>2010-2011 Participation. Buddy contact statistics. Surveys.</p>

Washington-Saratoga-Warren-Hamilton-Essex BOCES School Library System 2006 – 2011 Plan of Service
Section 5B

Goal #3 related to: Library Automation Technical Assistance	2006-2007 Member libraries will receive technical assistance from the SLS as they transition from one automation system to another and/or automate for the 1 st time.	2006-2007 End of year survey. Training evaluations.
Provide Library Automation technical assistance to member libraries.	2007-2008 Member libraries will receive technical assistance from the SLS as they transition from one automation system to another and/or automate for the 1 st time.	2007-2008 End of year survey. Training evaluations.
	2008-2009 Member libraries will receive technical assistance from the SLS as they transition from one automation system to another and/or automate for the 1 st time.	2008-2009 End of year survey. Training evaluations.
	2009-2010 Member libraries will receive technical assistance from the SLS as they transition from one automation system to another and/or automate for the 1 st time.	2009-2010 End of year survey. Training evaluations.
	2010-2011 Member libraries will receive technical assistance from the SLS as they transition from one automation system to another and/or automate for the 1 st time.	2010-2011 End of year survey. Training evaluations.

Washington-Saratoga-Warren-Hamilton-Essex BOCES School Library System 2006 – 2011 Plan of Service
Section 5B

Element 6 Coordinated Services

Goal Statements	Intended Results (Provide year by year description)	Evaluation Methods (Provide year by year description)
<p>Goal #1: Library Automation</p> <p>Increase the usability and functionality of the Library Automation Central Server.</p>	<p>2006-2007 Students and teachers will be able to search the Union Catalog and the NOVEL Online Information Resources simultaneously via federated searching.</p>	<p>2006-2007 Usage statistics. Surveys.</p>
	<p>2007-2008 Students and teachers will be able to access dynamic content such as quality websites and streaming media via the Union Catalog.</p>	<p>2007-2008 Usage statistics. Surveys.</p>
	<p>2008-2009 A regional task force will select an new integrated library system (ILS) for the SLS.</p>	<p>2008-2009 A new system will be selected.</p>
	<p>2009-2010 SLS will prepare for migration to the selected ILS.</p>	<p>2009-2010 Surveys.</p>
	<p>2010-2011 The SLS will migrate from its current ILS to the new ILS.</p>	<p>2010-2011 Usage statistics. Surveys.</p>
<p>Goal #2 Online Information Resources</p> <p>Increase availability of and access to relevant Online Information Resources by member libraries.</p>	<p>2006-2007 SLMS will utilize Online Information Resources statistics when making Online Information Resource purchase choices.</p>	<p>2006-2007 Online Information Resource statistics. Surveys.</p>
	<p>2007-2008 SLMS will make educated choices utilizing statistics and curricular needs when choosing which Online Information Resources to purchase.</p>	<p>2007-2008 Selection Guide will be developed.</p>
	<p>2008-2009 Students and teachers will better understand and will access Online Information Resources regularly.</p>	<p>2008-2009 Statistics Training Evaluations. Surveys.</p>
	<p>2009-2010 Administrators will better understand the role of Online Information Resources in teaching and learning.</p>	<p>2009-2010 Pre and Post surveys Statistics.</p>
	<p>2010-2011 SLMS, with administrative support, will offer in-district workshops to assist teachers with the integration of Online Information Resources into their lessons.</p>	<p>2010-2011 Surveys. Usage statistics. Evaluations from teachers.</p>

Washington-Saratoga-Warren-Hamilton-Essex BOCES School Library System 2006 – 2011 Plan of Service
Section 5B

Element 7 Awareness and Advocacy

Goal Statements	Intended Results (Provide year by year description)	Evaluation Methods (Provide year by year description)
Goal #1 Build a community of advocacy awareness and action within the SLS.	2006-2007 SLMS will become more aware of larger advocacy initiatives through increased communication from SLS.	2006-2007 Survey. Webpage statistics.
	2007-2008 SLS will create an Advocacy Committee to monitor and increase advocacy awareness and action by members of the SLS.	2007-2008 Committee will be established. Committee reports. Participation statistics. Surveys.
	2008-2009 SLMS will advocate for libraries at local and regional levels.	2008-2009 Survey. Participation statistics.
	2009-2010 SLMS will become advocates for their programs and their role as instructional leaders within their buildings and districts.	2009-2010 Survey. Case Studies.
	2010-2011 SLMS will take an active role in advocacy by making legislative visits and pro-actively promoting their programs.	2010-2011 Survey. Participation statistics. Case studies.

Element 8 Communications among Members

Goal Statements	Intended Results	Evaluation Methods
<p>Goal #1 a. Describe communications among members (school districts and non-public schools) and participants (buildings), and the role of liaisons/communication coordinators.</p> <p>Maintain quality and diversify methods of communication on all levels, including SLS to Liaison, Liaison to district SLMS, between SLMS regionally, and direct SLS to all member libraries.</p>	<p>2006-2007 SLMS will utilize the SLS website, listserv and Cluster Meetings along with other networking opportunities to communicate with each other and the SLS.</p>	<p>2006-2007 Statistics. Feedback.</p>
	<p>SLS will review effectiveness of communication methods and update as new technologies develop.</p>	<p>Surveys. Statistics.</p>
	<p>2007-2008 SLMS will utilize the SLS website, listserv and Cluster Meetings along with other networking opportunities to communicate with each other and the SLS.</p>	<p>2007-2008 Statistics. Feedback.</p>
	<p>SLS will review effectiveness of communication methods and update as new technologies develop.</p>	<p>Surveys. Statistics.</p>
	<p>2008-2009 SLMS will utilize the SLS website, listserv and Cluster Meetings along with other networking opportunities to communicate with each other and the SLS.</p>	<p>2008-2009 Statistics. Feedback.</p>
	<p>SLS will review effectiveness of communication methods and update as new technologies develop.</p>	<p>Surveys. Statistics.</p>
	<p>2009-2010 SLMS will utilize the SLS website, listserv and Cluster Meetings along with other networking opportunities to communicate with each other and the SLS.</p>	<p>2009-2010 Statistics. Feedback.</p>
	<p>SLS will review effectiveness of communication methods and update as new technologies develop.</p>	<p>Surveys. Statistics.</p>

Element 9 Cooperative Efforts with Other Library Systems

Goal Statements	Intended Results (Provide year by year description)	Evaluation Methods (Provide year by year description)
<p>Goal #1</p> <p>Maintain and expand SLS participation in cooperative networks both regionally and statewide.</p>	<p>2006-2007</p> <p>Work with SLSA to develop a state-wide events calendar to increase collaboration among school library systems across the state.</p>	<p>2006-2007</p> <p>Calendar developed. Usage statistics.</p>
	<p>2007-2008</p> <p>Plan a regional professional development conference with other three Capital Region SLSs.</p>	<p>2007-2008</p> <p>Event evaluations. Participation statistics.</p>
	<p>2008-2009</p> <p>Coordinate professional development activities regionally to decrease duplicated offerings and to increase quality and quantity of opportunities.</p>	<p>2008-2009</p> <p>Event evaluations. Participation statistics.</p>
	<p>2009-2010</p> <p>Plan a regional professional development conference with other three Capital Region SLSs.</p>	<p>2009-2010</p> <p>Event evaluations. Participation statistics.</p>
	<p>2010-2011</p> <p>Coordinate professional development activities regionally to decrease duplicated offerings and to increase quality and quantity of opportunities.</p>	<p>2010-2011</p> <p>Event evaluations. Participation statistics.</p>
<p>Goal #2</p> <p>Facilitate and encourage building level cooperative efforts with members of other library systems.</p>	<p>2006-2007</p> <p>SLMS will work with their local public libraries to make meaningful connections and to develop processes for information sharing.</p>	<p>2006-2007</p> <p>Evaluations. Statistics. Surveys.</p>
	<p>2007-2008</p> <p>Secondary SLMS will work with academic librarians to develop a common vision of each other's roles in the education of students.</p>	<p>2007-2008</p> <p>Evaluations. Surveys.</p>
	<p>2008-2009</p> <p>SLMS will become aware of opportunities for collaboration with museums and special libraries to enhance student learning.</p>	<p>2008-2009</p> <p>Surveys. Statistics. Case Studies.</p>
	<p>2009-2010</p> <p>Teachers will understand and utilize SLS facilitated connections with other library systems when planning lessons.</p>	<p>2009-2010</p> <p>Evaluations. Surveys. Statistics.</p>
	<p>2010-2011</p> <p>Students from the WSWHE SLS will utilize technology to connect with other school libraries.</p>	<p>2010-2011</p> <p>Student evaluations. Teacher evaluations. Case studies.</p>