



# Commonwealth of Massachusetts Board of Library Commissioners

98 North Washington Street • Boston, Massachusetts 02114-1933  
(800) 952-7403 in state • (617) 725-1860 • (617) 725-0140 fax

## SCHOOL LIBRARY MEDIA CENTER SURVEY - FALL, 2007

<b>A. SCHOOL INFORMATION</b> Please make any necessary additions or corrections.				
1.	School Name:			
2.	Library Director:			
3.	Mailing Address:			
4.	Phone:		5	Fax:
5.	Grades:			
	Pre-K <input type="checkbox"/>	K <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
		3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
		6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>
		9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>
		12 <input type="checkbox"/>		
	Other <input type="checkbox"/>	Please specify: <input style="width: 100%;" type="text"/>		
6.	School Type:			
7.	Website URL:			

<b>B. STUDENT INFORMATION</b>	<i>Fall, 2007</i>
1.	Number of students enrolled in the school

<b>C. COLLECTION AND HOLDINGS INFORMATION</b>	<i>Fall, 2007 TOTAL</i>
1.	Books and volumes of serials
2.	Video (all formats)
3.	Audio (all formats)
4.	Materials in electronic format(include ebooks and downloadable audio and video)
5.	Other (specify)
6.	<b>Total Holdings</b> (Sum of 1 through 5)
7.	Current Subscriptions: a. Print
	b. Electronic(only those paid for by the library)

<b>D. CIRCULATION INFORMATION</b>	<i>Fall, 2007</i>
1.	Total circulation during a typical week (please estimate)
2.	Is your circulation system automated? Y <input type="checkbox"/> N <input type="checkbox"/>

**Postmark by January 12, 2008 and return to the above address, attn. Uechi Ng**

\_\_\_\_\_ region

**OVER →**

<b>E. SERVICES INFORMATION - FALL, 2007</b>		<b>Fall, 2007</b>
1.	During a typical <b>WEEK</b> , total hours the library is scheduled to be staffed and open for students	
2.	During a typical week, is the library open before classes begin?	Y <input type="checkbox"/> N <input type="checkbox"/>
3.	During a typical week, is the library open after classes end?	Y <input type="checkbox"/> N <input type="checkbox"/>
4.	Number of computers available to students, located in or under supervision of the library Of these computers, how many have Internet access ?	
5.	Total seating capacity of the library media center(not counting seats at computers)	
6.	During a typical week, total number of visits to the library	

<b>F. LIBRARY PERSONNEL - FALL, 2007</b> (Report Head Count - Do not use FTE's)		<b>NUMBER OF PERSONS</b>	<b>TOT. PAID WEEKLY HOURS</b>
1.	Certified library media specialist(s) (please report hours, e.g. 37.5, 35.0)		
2.	Other paid library staff		
3.	<b>Total</b> (Sum of 1 and 2)		
4.	Do you use volunteers' services?	Y <input type="checkbox"/>	N <input type="checkbox"/>

<b>G. OPERATING INCOME AND EXPENDITURES - SCHOOL YEAR 2006 - 2007</b>		Check box if you cannot provide	
1.	Operating <b>Expenditures</b> for <b>Library Materials</b>	\$ .00	<input type="checkbox"/>

Please make any necessary additions or corrections.

Name of Person Completing Form:

Title:

Telephone # and Extension:

Fax:

Email:

Postmark by January 12, 2008 and return to the above address, attn. Uechi Ng

For further information contact: James Lonergan (email address: [james.lonergan@state.ma.us](mailto:james.lonergan@state.ma.us) )