# School Library Evaluation Tool Collecting Information from the 2023–24 and 2024–25 Academic Years

This printable version of the CDE Library Evaluation Tool is available for use as a worksheet for your files, for use in training, and before going online. Please note the printed version shows all possible questions, some of which are conditional. The online evaluation tool is located at <http://www.cde.ca.gov/ci/cr/lb> and is password protected. Contact Renée Ousley-Swank at 916-319-0449 or ROusleySwank@cde.ca.gov for password information and to schedule a training.

## 2023–24 Evaluation Questions

### Library Facility and Operation

1. **Did you have a dedicated common area in your school designated as the library for the 2023–24 academic year?** (If “Yes,” continue filling out the 2023–24Evaluation.)

[ ]  Yes, our school had a library located on campus.

[ ]  Yes, our school had a joint-use school library. *A joint-use library is typically defined as two separate library service providers sharing the same building to serve distinct clienteles.*

[ ]  No, we did not have a designated library facility, or the library was not open for use. (You will be asked to clarify.)

[ ]  No, we used a library on an adjacent school campus (provide the name of the adjacent library used). (After entering the name, this response will take you to 2024–25 Evaluation questions.)

**If your school building did NOT have a designated library facility, what was the reason?**

[ ]  This is a new facility and was not open in 2023–24.

[ ]  It never had a library facility.

[ ]  This is a virtual academy (at the end of the evaluation, there is a space to specify how students access the library program).

[ ]  The library facility closed during the past three years.

[ ]  The library facility closed more than three years ago. (If “closed” is selected, the next set of questions open.)

**If your school had a library facility in the past and no longer does, what were the reasons for the closure of the school library? Please check all that apply:**

[ ]  Budget cuts

[ ]  Administrative decision

[ ]  Staffing cuts

[ ]  Collection was too old to be useful and the cost to update too prohibitive

[ ]  Space needed for other purposes

[ ]  Lack of use

[ ]  Damaged or destroyed by natural disaster

[ ]  Closed during COVID and never reopened

[ ]  Other

[ ]  I am not sure

**(If your response to question 1 was “no,” then you will be taken to the 2024–25 Evaluation questions.)**

1. **How many hours per typical week were library services available to students?**

### Library Staffing & Staff Activities

For answering questions of staff working in the library, consider how the staff is paid. If paid on a teacher contract (annual set salary), then record **credentialed,** and for staff paid an hourly salary (hourly wage), then record **classified.**

**Credentialed Teacher Librarian –** Individual holds a California teaching credential and a California Teacher Librarian Services Credential or an Emergency Teacher Librarian Services Credential and is **paid as a teacher on contract**.

**Credentialed Teacher, Not Librarian –** Individual holds a California teaching credential with no library endorsement and is **paid as a teacher on contract**.

**Classified Library Staff –** May be called aide, clerk, technician, assistant, etc., but is **NOT paid a teacher contract** (paid an hourly wage and not a set annual contract).

For more information on who can provide library-related services, see the California Commission on Teacher Credentialing (CTC) – Authorizations for Librarian Services chart (<https://www.ctc.ca.gov/credentials/assignment-resources/authorizations-for-librarian-services>).

1. **How many of the following types of staff were assigned to your school library, and what were the total scheduled paid hours per week worked by each type of staff?**

| **Staff Type** | **i. Number of individuals** | **ii. Total paid hours per week (duplicated count if multiple individuals)** | **iii. Full Time Equivalent (calculated in the program)** |
| --- | --- | --- | --- |
| a. Teacher librarian with CTC teacher librarian credential |       |       |       |
| b. Teacher librarian with a permit or waiver from the CTC |       |       |       |
| c. Credentialed teacher without CTC teacher librarian credential |       |       |       |
| d. Classified staff (aide, support staff, etc.) |       |       |       |

1. **Other than this library, at how many other school libraries did certificated staff work?**
2. **Other than this library, at how many other school libraries did classified staff work?**
3. **How did you implement the *CA MSLS*?**

[ ]  Aligned the standards to our library instruction.

[ ]  Embedded the standards into the curriculum.

[ ]  While we were familiar with the standards, we did not use them to guide instruction.

[ ]  We were not familiar with these standards.

[ ]  Familiar with the standards and implementation, but instruction is not part of my job description.

### Library Collection

1. **Approximately how many print books were in the 2023–24 school library collection?**

[ ]  Fewer than 2,500

[ ]  2,500–9,999

[ ]  10,000–19,999

[ ]  20,000–29,999

[ ]  30,000 or more

[ ]  Not able to calculate

## 2024–25 Evaluation Questions

### Library Facility and Operation

1. **Do you have a dedicated common area in your school designated as the library for the 2024–25 academic year?** (If “Yes,” continue filling out the evaluation.)

[ ]  Yes, our school has a library located on campus.

[ ]  Yes, our school has a joint-use school library. *A joint-use library is typically defined as two separate library service providers sharing the same building to serve distinct clienteles.* (This will take you to question 2.)

[ ]  No, we do not have a designated library facility, or the library is not open for use. (You will be asked to clarify.)

[ ]  No, we use a library on an adjacent school campus (provide the name of the adjacent library used). (After entering the name, this response will take you to the close of the evaluation.)

**If your school building does NOT have a designated library facility, what is the reason?**

[ ]  This is a new facility and is not open in 2024–25.

[ ]  It never had a library facility.

[ ]  This is a virtual academy (at the end of the evaluation, there is a space to specify how students assess the library program).

[ ]  The library facility closed during the past three years.

[ ]  The library facility closed more than three years ago. (If “closed” is selected, the next set of questions open.)

**If your school had a library facility in the past and no longer does, what were the reasons for the closure of the school library? Please check all that apply:**

[ ]  Budget cuts

[ ]  Administrative decision

[ ]  Staffing cuts

[ ]  Collection was too old to be useful and the cost to update too prohibitive

[ ]  Space needed for other purposes

[ ]  Lack of use

[ ]  Damaged or destroyed by natural disaster

[ ]  Closed during COVID and never reopened

[ ]  Other

[ ]  I am not sure

**(If your response to question 1 was “no,” you are now finished with the evaluation, and this will take you to the end.)**

1. **Our school has a joint-use school library with a:**

[ ]  Public Library

[ ]  College

[ ]  Another K–12 school – Within district or outside of district? (If joint-use with another school, each site needs to complete the evaluation questions)

 Specify name of the joint-use partner:

1. **How many hours per typical week are library services available to students?**
2. **When is the school library service typically available for student use? (Select all that apply.)**

[ ]  Before classes start

[ ]  During class time

[ ]  During breaks (e.g., nutrition)

[ ]  During lunch

[ ]  After school

[ ]  Some evenings

[ ]  On weekends

[ ]  Summer school

[ ]  None of the above

1. **Approximately how many school days per school year is the library in your building closed for use as a testing space or for other use not related specifically to the library program?**

[ ]  0

[ ]  1–5

[ ]  6–10

[ ]  11–20

[ ]  21 or more

1. **What is the maximum seating capacity of the library?**
2. **How many times during a typical week do classes of students visit the library together?**

      With a classroom teacher present

      Without classroom teacher present

### Library Staffing & Staff Activities

For answering questions of staff working in the library, consider how the staff is paid. If paid on a teacher contract (annual set salary), then record **credentialed,** and for staff paid an hourly salary (hourly wage), then record **classified.**

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1. **How many of the following types of staff are assigned to your school library, and what are the total scheduled paid hours per week worked by each type of staff?**

| **Staff Type** | **i. Number of individuals** | **ii. Total paid hours per week (duplicated count if multiple individuals)** | **iii. Full Time Equivalent (Calculated in the program)** |
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| b. Teacher librarian with a permit or waiver from the CTC |       |       |       |
| c. Credentialed teacher without CTC teacher librarian credential |       |       |       |
| d. Classified staff (aide, support staff, etc.) |       |       |       |

Some districts require their classified library staff to possess an A.A. degree in Library Support Staff Certification (LSSC). For further information, visit LSSC home page (<https://ala-apa.org/lssc/>).

1. **Other than this library, at how many other school libraries do certificated staff work?**
2. **Other than this library, at how many other school libraries do classified staff work?**
3. **Do you have any volunteers, other than students, working in the library?**





If yes, then: Approximately how many people volunteered?       Approximately, how many hours in a week did people volunteer?

1. **How often do library staff engage in each of the following types of activities? These activities are not mutually exclusive and may overlap.**
	1. **Serve on school committees or meet with other school leaders:**

[ ]  More than once a week

[ ]  Once per week

[ ]  2-3 times per month

[ ]  Once per month

[ ]  Less than once per month

[ ]  Never

[ ]  Not part of my job description

* 1. **Plan and deliver instruction independently:**

[ ]  More than once a week

[ ]  Once per week

[ ]  2-3 times per month

[ ]  Once per month

[ ]  Less than once per month

[ ]  Never

[ ]  Not part of my job description

* 1. **Partner with teacher(s) to plan, teach, and assess lessons and units of instruction:**

[ ]  More than once a week

[ ]  Once per week

[ ]  2-3 times per month

[ ]  Once per month

[ ]  Less than once per month

[ ]  Never

[ ]  Not part of my job description

* 1. **Teach information/media literacy, digital citizenship, etc.:**

[ ]  More than once a week

[ ]  Once per week

[ ]  2-3 times per month

[ ]  Once per month

[ ]  Less than once per month

[ ]  Never

[ ]  Not part of my job description

* 1. **Provide professional development for teachers:**

[ ]  More than once a week

[ ]  Once per week

[ ]  2-3 times per month

[ ]  Once per month

[ ]  Less than once per month

[ ]  Never

[ ]  Not part of my job description

* 1. **Participate in training or professional development:**

[ ]  More than once a week

[ ]  Once per week

[ ]  2-3 times per month

[ ]  Once per month

[ ]  Less than once per month

[ ]  Never

[ ]  Not part of my job description

* 1. **Manage the library, including collection development, analysis of the collection (e.g., overall age and relevance; diversity, equity, & inclusion representation), and supervision of ordering:**

[ ]  More than once a week

[ ]  Once per week

[ ]  2-3 times per month

[ ]  Once per month

[ ]  Less than once per month

[ ]  Never

[ ]  Not part of my job description

* 1. **Our collection development includes weeding, de-selection, and withdrawals:**

[ ]  More than once a week

[ ]  Once per week

[ ]  2-3 times per month

[ ]  Once per month

[ ]  Less than once per month

[ ]  Never

[ ]  Not part of my job description

* 1. **Perform non-library duties (substitute teaching, covering for office staff, monitoring students, etc.):**

[ ]  More than once a week

[ ]  Once per week

[ ]  2-3 times per month

[ ]  Once per month

[ ]  Less than once per month

[ ]  Never

[ ]  Not part of my job description

* 1. **Performing distribution, tracking, and management of laptops, Chromebooks, and/or tablets:**

[ ]  More than once a week

[ ]  Once per week

[ ]  2-3 times per month

[ ]  Once per month

[ ]  Less than once per month

[ ]  Never

[ ]  Not part of my job description

* 1. **Performing distribution, tracking, and management of textbooks:**

[ ]  More than once a week

[ ]  Once per week

[ ]  2-3 times per month

[ ]  Once per month

[ ]  Less than once per month

[ ]  Never

[ ]  Not part of my job description

* 1. **Performing distribution, tracking, and management of musical instruments:**

[ ]  More than once a week

[ ]  Once per week

[ ]  2-3 times per month

[ ]  Once per month

[ ]  Less than once per month

[ ]  Never

[ ]  Not part of my job description

1. **How do you implement the *CA MSLS*?**

[ ]  Align the standards to our library instruction.

[ ]  Embed the standards into the curriculum.

[ ]  While we are familiar with the standards, we do not use them to guide instruction.

[ ]  We are not familiar with these standards.

[ ]  Familiar with the standards and implementation, but instruction is not part of my job description.

### Library Collection

1. **Approximately how many print books are in the school library collection?**

[ ]  Fewer than 2,500

[ ]  2,500–9,999

[ ]  10,000–19,999

[ ]  20,000–29,999

[ ]  30,000 or more

[ ]  Not able to calculate

1. **What is the average copyright year of all print books in the library collection?**

If you cannot calculate the average age of the whole collection using the library management system, then answer with 0000. Round off to a four-digit year.

1. **Are any electronic book titles included in the library collection?**





1. **Does your school library promote and provide access to COMPASS – California Online Media Program for Access and Student Success – Encyclopaedia Britannica, Capstone Pebble Go Science, Pro-Quest (including art resources), Gale (including science, environment, and National Geographic for Kids), TeachingBooks?**







1. **What entity managed the collection?**

[ ]  Schoolsite

[ ]  District

[ ]  County Office of Education

[ ]  Agreement with public library

### Library Budget

1. **What is the current annual budget for library books as well as non-print and online resources?**
2. **Print Books Budget:**

[ ]  No Budget

[ ]  Less than $1,000

[ ]  $1,000-$2,499

[ ]  $2,500-$4,999

[ ]  $5,000-$9,999

[ ]  $10,000-$24,999

[ ]  $25,000-$49,999

[ ]  $50,000 or more

[ ]  I am not sure

1. **Non-print and online resources:**

[ ]  No Budget

[ ]  Less than $1,000

[ ]  $1,000-$2,499

[ ]  $2,500-$4,999

[ ]  $5,000-$9,999

[ ]  $10,000-$24,999

[ ]  $25,000-$49,999

[ ]  $50,000 or more

[ ]  I am not sure

1. **Check one or more of the following funds used to purchase library materials during the 2024–25 academic year.**

[ ]  General/LCFF (district or site)

[ ]  State Lottery Funds

[ ]  Fundraising (parent groups, book fairs, etc.)

[ ]  Title I (federal)

[ ]  Local Bond Measure

[ ]  Start-up Funds (special reserve fund)

[ ]  Other (one-time discretionary grants to districts, etc.)

[ ]  None of the above

[ ]  I am not sure

1. **What information would you like to share that was not asked in this library program evaluation tool (e.g., what you are most proud of, explanation of fund raising, description of how you split time between sites, what support would you like)?**

## Contact Information

**Respondent information**

 **Name:**

 **Title:**

 **Email:**

 **Phone:**

 **Library website URL:**

**In case we need to clarify any of your answers, please provide the appropriate contact information for the individual responsible for library services in your district.**

(In some cases, this may be the same individual as above.)

 **Name:**

 **Email:**

 **Phone:**

Thank you for your time and effort to complete this evaluation tool. Your answers are invaluable.

California Department of Education, February 2025