

Monroe #1 BOCES School Library System Five Year Plan of Service July 1, 2016-June 30, 2021

It is the mission of the Monroe #1 BOCES School Library System to provide equal access resource sharing to all students, teachers, and staff and to provide professional development and resources for school librarians.									
Element 1 Resource Sharing									
Element	Goal	Intended Result	Evaluation	1	2	3	4	5	
4.3 Union Catalog	Provide access to area and regional union catalogs.	All members will have equitable access to area library collections through our regional union catalog (5 Systems).	All members are enrolled in 5 Systems.	X	X	X	X	X	
4.3 Union Catalog	Holdings will be uploaded to 5 Systems semi-annually.	Provide access to current collections and holdings within the regional union catalog.	Upload was completed successfully twice during the year.	X	X	X	X	X	
4.4 Delivery	Prompt delivery of ILL materials to all member libraries.	Resources will be shared efficiently between member libraries through ILL.	End of year member evaluation will determine satisfaction.	X	X	X	X	X	
4.5 Interlibrary Loan	Training will be provided so all school library staff will be able to complete ILL requests.	All library staff can effectively use 5 Systems.	Number of helpdesk requests for assistance with ILL.	X	X	X	X	X	
4.6 Other (Optional) Digital Collection Access	Provide access to information through online resources.	All students and staff will have access to online databases through the New York Online Virtual Electronic Library (NOVEL).	End of year member evaluation.	X	X	X	X	X	
4.6 Other (Optional) CCD	School libraries will have an opportunity to participate in Cooperative Collection Development (CCD).	Ongoing collection development shared regionally will provide members access to additional collections.	Updated list of CCD collections shared with school librarians.	X	X	X	X	X	
4.7 Integrated Library System	Provide ongoing support to members for integrated library systems (Follett Destiny, etc.)	Members will be able to effectively use an integrated library system within their libraries.	End of year member evaluation.	X	X	X	X	X	

4.7 Integrated Library System	Integrate digital resources into the ILS.	Provide access to databases, eBooks, websites, etc. through the ILS.	Resources outside the physical library are made available. Statistics on the number of records for non-print items available in the School Library System Catalog (ILS) and available to all member libraries will be collected, analyzed, and reported annually to our membership.	X	X	X	X	X
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Element 2 Special Client Groups (Students with disabilities, as well as those who are gifted, English language learners limited English proficient, etc.)

Element	Goal	Intended Result	Evaluation	1	2	3	4	5
4.8 Resource Sharing	Strengthen services provided by members to special clients (children with developmental disabilities, ENL, etc.).	Sharing of regionally developed collections (audiobooks, large print materials, etc.) will provide members with a broader range of resources for special client groups.	End of year member evaluation.	X	X	X	X	X
4.8 Awareness of available resources	Create a document listing resources and contact information for services available (ex. DBBL, Bookshare) to special client groups.	Identify and improve awareness of resources available.	Document created and shared with members. A question related to use and helpfulness of this resource will be added to the Annual Survey. A web counter will track the number of times this resource is accessed	X	X	X	X	X
4.8 Collection Development	Identify special client groups.	Identify additional collections needed to meet the needs of special client groups.	End of year member evaluation.	X	X	X	X	X
4.8 Professional Development	Offer professional development opportunities around topics of assistive and adaptive technologies.	Ensure all librarians are aware of available resources and opportunities.	Attendance at professional development classes.	X	X	X	X	X

Element 3 Professional Development and Training									
Element	Goal	Intended Result	Evaluation	1	2	3	4	5	
4.9 Library Services	Provide staff development opportunities to members to expand expertise in delivering high quality services.	Regular hands-on Follett training will provide library staff with the skills needed to effectively use the library automation system.	Attendance at trainings and workshop evaluations.	X	X	X	X	X	
4.9 Emerging Technologies	Provide awareness and training in emerging technologies.	Keep members current with emerging technologies and their curricular applications.	Attendance at trainings and workshop evaluations.	X	X	X	X	X	
4.9 Online Resources	Provide communication and/or training with innovative ideas for integrating NOVELny into curriculum and lesson plans.	Provide opportunities for all members to use NovelNY with their students.	End of year member evaluation.	X	X	X	X	X	
4.9 Collaboration	Collaborate with other library systems to provide professional development opportunities.	Collaborative training efforts with Rochester Regional Library Council, Monroe County Library System, and other School Library Systems will provide members with broader professional development opportunities.	Attendance at trainings and workshop evaluations.	X	X	X	X	X	
Element 4 Consulting and Development Services									
Element	Goal	Intended Result	Evaluation	1	2	3	4	5	
4.10 Service Consultation	Provide expertise to member libraries in areas of technology and training in person, via telephone, email, online tutorials.	Library staff will be able to make decisions about implementing new technology and educational techniques in their libraries.	SLS website, end of year member evaluation.	X	X	X	X	X	
4.10 Research and Development	SLS staff will participate in research and development of emerging technologies and resources.	To provide members with information to help them determine relevance of emerging technologies and resources to their students.	SLS website, end of year member evaluation.	X	X	X	X	X	

Element 5 Coordinated Services for Members										
Element	Goal	Intended Result	Evaluation	1	2	3	4	5		
4.13 Technical Support	Cooperative ventures will provide services which members could not provide individually.	Members will have access to technical support via the Technology Services Help Desk.	End of year member evaluation.	X	X	X	X	X		
4.13 Grant Opportunities for Member Libraries	The SLS will sponsor mini-grants for conference attendance, innovative projects, and cooperative collection development.	All certified school librarians in SLS member libraries will be made aware of mini-grant opportunities and will have the chance to apply for them.	End of year member evaluation.	X	X	X	X	X		
4.13 Coordinated purchases	Cooperative purchases will provide services which members could not provide individually.	Members will participate in shared-purchase agreements through SLS negotiations.	End of year member evaluation.	X	X	X	X	X		
Element 6 Awareness and Advocacy										
Element	Goal	Intended Result	Evaluation	1	2	3	4	5		
4.14 Advocacy	Promote awareness of the role of school librarians and school library systems in providing resources, opportunities, and expertise for students.	Members will have the tools they need to effectively advocate for their role as instructional leaders.	End of year member evaluation, content on/in SLS Web Page and SLS publications	X	X	X	X	X		
4.14 Collaboration	Collaborate with regional library systems to support one another in communicating the need and value of libraries of all types to our legislators and elected officials.	Establish partnerships with Rochester Regional Library Council, Monroe County Library System, and Rochester Area School Library Systems to strengthen our programs and support one another in advocacy efforts.	Identify and document collaborative advocacy efforts through SLS Director's Reports at Council Meetings	X	X	X	X	X		
Element 7 Communications Among Member Libraries										
Element	Goal	Intended Result	Evaluation	1	2	3	4	5		
4.15 Communication to all Members	Develop, encourage and maintain communication and cooperation among all school libraries.	All member libraries will have access to the SLS website, SLS Connect, and social networking tools.	End of year member evaluation.	X	X	X	X	X		
4.15 Communication to new librarians and staff	Provide resources to share with new librarians, library support staff, and new teachers.	To ensure maximum use of SLS services.	Resources provided, meeting agendas and notes.	X	X	X	X	X		

4.15 District Communication Coordinators	Communication Coordinators will share information with district librarians.	All school librarians will have information about the National, State, Regional, and Monroe #1SLS initiatives.	End of year member evaluation.	X	X	X	X	X
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Element 8 Cooperative Efforts with Other Library Systems

Element	Goal	Intended Result	Evaluation	1	2	3	4	5
4.17 Cooperative efforts with other School Library Systems	Strengthen SLS services through cooperation with other school library systems.	Cost effective purchase of resources through regional purchases and statewide agreements like SLSA's SCORE.	End of year member evaluation.	X	X	X	X	X
4.17 Cooperative efforts with other Library Systems and Library organizations .(including professional associations)	Strengthen SLS services through cooperation with other library systems and organizations.	Collaborate with the Rochester Regional Library Council, the Monroe County Library System, and the New York Alliance of Library Systems to leverage knowledge and expertise to provide a wider variety of information, services, and resources.	End of year member evaluation, logs of memberships and meetings.	X	X	X	X	X