One of the regulations of the Commissioner of Education 90.18 for School Library Systems is that each Member School shall file, with the school library system, a plan which examines district and member school library resources and programs and describes the ways in which the member school proposes to make effective use of the local school library system.

Regardless of the size of the school, the primary mission of the library media center is to foster independent learning skills in students and support their academic and personal development. To fulfill its mission, the library media center must stimulate and enrich the academic climate by providing the resources and services that are essential to the education offered by the school and to the needs of the educational community. The facility, resources, finances, staff, services, and the overall program are basic elements that will be covered in this self-assessment tool.

The New York City School Library System (NYCSLS) collects data throughout the year using several different instruments in order to better serve its members. We are very aware that other school library systems use one tool to collect this information; however, we feel it important collect data throughout the year to provide us various ways to reflect and evaluate the services and programs we offer to our member schools.

The results of these various evaluation tools are analyzed and were used to create the Plan of Service, develop professional learning opportunities, and influence outreach efforts for recruitment.

Below are the evaluation tools in which NYCSLS collects data on its membership and the programs and services provided by the school library system:

The annual **Library Staffing Report** collects data by borough and Districts 75 and 79. It identifies all professional library personnel, certifications and program information. It is the basis in which we determine the total population of library professionals we serve.

The **Principals Survey** helps to identify components of the library program from the administrator’s perspective. It includes questions on library staffing, teaching periods and
library duties. It also enables building level administrators to request assistance from NYCSLS for improving their library programs.

The NYCSLS annual **Fall Conference** is our largest professional development day. The feedback from this and other workshop surveys are anonymous and help us to improve our professional learning offerings and inform our Plan of Service elements.

The **MyLibraryNYC** program provides InterLibrary Loan services for schools that opt into the program. The program does require the school library collection to be automated using Destiny and schools must be current on their annual service contract with Follett. The evaluation of this program is done through a series of questionaires, interviews and case studies performed by an outside evaluator. Due to the contract, we are unable to share the assessment tools; however, we are able to share the final results of the evaluation.

For an informal measurement of our services and program, we rely on **NYCSLIST**, the listserv we use for our school library community. Through this online forum, library professionals across the city discuss topics and make requests of NYCSLS for programming, services, and advice. Although we do not have “formal results” to share outside of the community, this is a vital tool for us have two-way communication to determine the needs of our constituents. Since July 1, 2015, there have been 1,903 posts to the listserv.