

**New York City School Library System  
FIVE YEAR LIBRARY SYSTEM PLAN OF SERVICE (School Library Systems)  
2016-2021**

**SECTION 1 - GENERAL INFORMATION**

July 1, 2016 - June 30, 2021

1.1	Name of System	New York City School Library System
1.2	Street Address	52 Chambers Street
1.3	City	New York
1.4	Zip Code	10007
1.5	Four Digit Zip Code Extension (enter N/A if unknown)	N/A
1.6	Telephone Number (enter 10 digits only)	(212) 374-3459
1.7	Fax Number (enter 10 digits only)	(917) 521-3839
1.8	Name of System Director	Richard Hasenyager
1.9	E-Mail Address of the System Director	rhasenyager@schools.nyc.gov
1.10	System Home Page URL	<a href="http://schools.nyc.gov/Academics/LibraryServices">http://schools.nyc.gov/Academics/LibraryServices</a>
1.11	URL of Current List of Members	<a href="http://nycdoe.libguides.com/ld.php?content_id=2323386">http://nycdoe.libguides.com/ld.php?content_id=2323386</a>
1.12	Date of Establishment	
1.15	Square Mileage of System Service Area	304
1.16	Population of System Service Area	1,293,596
1.17	Type of System	SLS

**SECTION 2 - SYSTEM GOVERNANCE**

**BYLAWS**

2.1	URL of Current Governing Bylaws	<a href="http://nycdoe.libguides.com/ld.php?content_id=8363590">http://nycdoe.libguides.com/ld.php?content_id=8363590</a>
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**APPOINTMENT/ELECTION OF SYSTEM BOARD/SYSTEM COUNCIL**

2.2	System Board / System Council Appointment/Election - Indicate whether the System Board / System Council Members are appointed or elected (select one).	A - System Board / System Council Members are appointed
2.3	Indicate by whom the System Board / System Council Members are appointed/elected.	Council members are appointed by their constituency group whenever possible. Public librarians are appointed by their public library system, non-public school librarians by their cohort of librarians, the UFT representative by the UFT, the METRO representative by the Metropolitan Reference and Research Library Agency, the administrative representative by the Council of Supervisors and Administrators, and the New York City School Librarian's Association representative by that body. The representative school librarians are invited by the NYC School Library System, serving for the Chancellor.

## ADVISORY GROUPS

2.4 Advisory Groups - Indicate the groups that advise the System Board / System Council. (check all that apply):

- |    |  |     |
|----|--|-----|
| a. | Members Directors'<br>Organization / Council | Yes |
| g. | Communications<br>Coordinators Group         | No  |
| h. | Co-ser Advisory Committee                    | No  |
| i. | Other (specify using the State<br>note)      | No  |

## SECTION 3 - PLANNING

### NEEDS ASSESSMENT AND DEVELOPMENT OF THE PLAN

- |     |  |  |
|-----|--|--|
| 3.1 | Provide a summary describing the processes used to assess needs in the development of the Plan of Service. | 1. Member plans submitted during the current Plan of Service cycle were analyzed. 2. The Legislative Committee of the NYCSLS Library Council requested input from other groups to determine needs. 3. The Library Directors have assessed needs in their regular site visits to schools.   |
| 3.2 | Identify the groups involved in development of the Plan of Service and each group's role.                  | The Legislative Committee, a subcommittee of the NYCSLS Library Council, met to review the previous plan of service and draft changes to present to the complete council group for approval. NYC School Library System -- regular analysis of the overall needs of the librarians throughout the system and reflection on programmatic solutions that can be offered by the NYC School Library System. Library Council -- the full Council has discussed, revised, and approved portions of the Plan of Service. |

### EVALUATION

- |      |  |  |
|------|--|--|
| 3.9  | Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services.                      | NYCSLS will distribute an online survey to all members to gauge satisfaction rates on various services offered. We will also take this opportunity to elicit further needs of the field. |
| 3.10 | Provide the URL for the evaluation form(s) used by members.  |  |
| 3.11 | Provide the URL for the results of the member evaluation.  |  |
| 3.12 | Describe how the information on customer satisfaction will be used to shape the system's plan in the next year or in the following planning cycle. | Satisfaction rates and the needs assessment will be used to determine which services need to be amended through data analysis and a focus group.   |

### REVISION PROCESS

- |      |  |   |
|------|--|---|
| 3.13 | Describe the process for revising the system's Plan of Service for submission to the New York State Education Department/New York State Library. | NYC School Library System -- regular analysis of the overall needs of the librarians throughout the system and reflection on programmatic solutions that can be offered by the NYC School Library System. Legislative Committee of the Library Council will discuss findings and make recommendations to full Council for approval. |
|------|--|---|

## SECTION 4 - GOALS/RESULTS

The mission of the New York City School Library System is to provoke

- 4.1 The Library System's Mission Statement (The Instructions include the definition of the mission statement.) and support the development of libraries that foster communities of inquiry and literacy, lead to high academic achievement, catalyze independent reading and learning, and enhance collaboration throughout the school.

Minimum Requirement for questions 4.3 through 4.12 and 4.14 - complete one repeating group for each topic of every element.

**Element 1 - RESOURCE SHARING**

Cooperative Collection Development

- 4.2 Provide the URL of the 2016-2021 Cooperative Collection Development (CCD) Plan. <http://nycdoe.libguides.com/nyc-ccd>

**4.3 Element 1 - RESOURCE SHARING**

**Union/Online Catalog**

1. Goal Statement The library system provides a web-based union catalog of holdings to member libraries.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) To allow sharing of resources and bibliographic data to meet cataloging and resource needs.
4. Evaluation Method(s) Observation; statistical analysis

**4.4 Element 1 - RESOURCE SHARING**

**Delivery**

1. Goal Statement A delivery system enhances students' point-of-need access to resources.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Increase MyLibraryNYC Participation each of the 5 years by 5% of the eligible schools. MyLibraryNYC is a partnership between the three NYC public library systems and the DOE. Over 500 schools participate with access to sharable resources.
4. Evaluation Method(s) Statistical analysis

**4.5 Element 1 - RESOURCE SHARING**

**Interlibrary Loan**

1. Goal Statement Equity of access is enhanced through interlibrary loan via MyLibraryNYC.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) 60% increased usage of ILL (by end of 5 years) an average of 5% per year from a base determined at the end of FY16.
4. Evaluation Method(s) Statistical analysis

**4.6 Element 1 - RESOURCE SHARING**

## Digital Collections Access

1. Goal Statement NYCSLS now provides city-wide eBooks for all NYC public and non-public schools. These are accessible through library catalogs and a webpage created for these resources. The number of titles will be increased each year using system funds.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Increase the access to eBooks for all member libraries.
4. Evaluation Method(s) Collection statistics Webpage

### 4.7 Element 1 - RESOURCE SHARING

#### Other (Optional)

1. Topic Collaboration with Public Library Systems
2. Goal Statement Greater access to public library holdings and programming taken advantage by students and teachers that will augment learning.
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
4. Intended Result(s) 60% of librarians will report that they have been involved in collaboration (shared programming, professional development with teachers, partnerships with family literacy nights, etc.), with their local public library branch. Such as shared programming, professional development with teachers, partnerships with family literacy nights, etc.
5. Evaluation Method(s) End of year survey will gather the data on this question.

1. Topic Web-Based Access to Resources
2. Goal Statement Libraries provide Web-based access to library resources.
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
4. Intended Result(s) Using FY16 as a baseline we will target a 5% increase in the number of schools using Web-based resources (such as NOVELny, city-wide eBooks, and Teachingbooks.net).
5. Evaluation Method(s) Annual member survey.

### 4.8 Element 2 - SPECIAL CLIENT GROUPS

1. Topic English Language Learners
2. Goal Statement Special initiatives targeted to English Language Learners are supported.
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
4. Intended Result(s) Offer professional learning opportunities to librarians at each of the NYCSLS conferences that will target ELL supports.

5.	Evaluation Method(s)	Statistical analysis
1.	Topic	Special Education
2.	Goal Statement	The information needs of special education are met through targeted library services.
3a.	Year 1	Yes
3b.	Year 2	Yes
3c.	Year 3	Yes
3d.	Year 4	Yes
3e.	Year 5	Yes
4.	Intended Result(s)	Offer professional learning opportunities to librarians at each of the NYCSLS conferences that will target Special Education supports.
5.	Evaluation Method(s)	anecdotal info; statistical; survey
1.	Topic	Gifted & Talented
2.	Goal Statement	The information needs of gifted students are met through targeted library services.
3a.	Year 1	Yes
3b.	Year 2	Yes
3c.	Year 3	Yes
3d.	Year 4	Yes
3e.	Year 5	Yes
4.	Intended Result(s)	Offer professional learning opportunities on the Empire State IFC to librarians at each of the NYCSLS conferences that will target Gifted & Talented supports.
5.	Evaluation Method(s)	anecdotal info; statistical; survey
1.	Topic	Incarcerated Youth
2.	Goal Statement	The information needs of incarcerated youth are met through targeted library services.
3a.	Year 1	Yes
3b.	Year 2	Yes
3c.	Year 3	Yes
3d.	Year 4	Yes
3e.	Year 5	Yes
4.	Intended Result(s)	Meet once a year with the school librarians and/or administrators of the school programs for incarcerated youth to identify targeted needs that need to be addressed.
5.	Evaluation Method(s)	Statistical Analysis
1.	Topic	Campus Libraries
2.	Goal Statement	Campus libraries address the needs of students and teachers from every school on the campus.
3a.	Year 1	Yes
3b.	Year 2	Yes
3c.	Year 3	Yes
3d.	Year 4	Yes
3e.	Year 5	Yes
4.	Intended Result(s)	1. To identify and distribute resources to librarians to build collaborative relationships with campus personnel. 2. To provide a network for campus librarians to connect with one another. 3. To model collection development strategies for digital resources.
5.	Evaluation Method(s)	Publication Statistical; anecdotal Strand on NYCSLIST Statistical; Reports

#### 4.9 Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING

- |     |                      |   |
|-----|----------------------|---|
| 1.  | Goal Statement       | Provide professional learning opportunities to build capacity for leadership in City, State and National organizations.   |
| 2a. | Year 1               | Yes   |
| 2b. | Year 2               | Yes   |
| 2c. | Year 3               | Yes   |
| 2d. | Year 4               | Yes   |
| 2e. | Year 5               | Yes   |
| 3.  | Intended Result(s)   | 1. Increase by 10% in five years the number of school librarians presenting at conferences. 2. Full participation of school librarians in school and district-wide implementation of the Framework for Great Schools. |
| 4.  | Evaluation Method(s) | Statistical analysis of conference and conference session presenters. Analysis of annual survey results about participation in school leadership activities.  |

#### 4.10 Element 4 - CONSULTING AND DEVELOPMENT SERVICES

- |     |                      |  |
|-----|----------------------|--|
| 1.  | Goal Statement       | Professional learning opportunities are accessible to all school librarians in New York City.  |
| 2a. | Year 1               | Yes  |
| 2b. | Year 2               | Yes  |
| 2c. | Year 3               | Yes  |
| 2d. | Year 4               | Yes  |
| 2e. | Year 5               | Yes  |
| 3.  | Intended Result(s)   | A relative increase of 10% over 5 years of school librarians' attendance at professional development. One workshop per year planned collaboratively with public librarians.                          |
| 4.  | Evaluation Method(s) | Statistics on participation in professional development. Documentation of planning process with public librarians. Annual survey of members. Online evaluation of professional development sessions. |

- |     |                      |   |
|-----|----------------------|---|
| 1.  | Goal Statement       | School Library System Directors provide continual assistance to librarians in the field.  |
| 2a. | Year 1               | Yes   |
| 2b. | Year 2               | Yes   |
| 2c. | Year 3               | Yes   |
| 2d. | Year 4               | Yes   |
| 2e. | Year 5               | Yes   |
| 3.  | Intended Result(s)   | Each Library Director conducts 30-50 school site visits and/or consultations per year. The Office of Library Services responds to 700-1000 requests/questions from the field every month. |
| 4.  | Evaluation Method(s) | Documentation of site visits, consultations, requests for information. E-mail responses.  |

#### 4.11 Element 5 - COORDINATED SERVICES FOR MEMBERS

##### Virtual Reference

- |     |                    |   |
|-----|--------------------|---|
| 1.  | Goal Statement     | Council will explore virtual reference options for school libraries.                                |
| 2a. | Year 1             | No  |
| 2b. | Year 2             | No  |
| 2c. | Year 3             | Yes   |
| 2d. | Year 4             | No  |
| 2e. | Year 5             | No  |
| 3.  | Intended Result(s) | An ad hoc committee within the NYCSLS Council will explore options for virtual reference solutions. |

4. Evaluation Method(s) Committee report

**4.12 Element 5 - COORDINATED SERVICES FOR MEMBERS**

**Digitization Services**

1. Goal Statement NYCSLS will provide grant writing services to encourage member libraries to apply for digitization grants through Metropolitan New York Library Council.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Encourage unique historical documents found in NYC school libraries to be digitized.
4. Evaluation Method(s) Professional development agendas

**4.13 Element 5 - COORDINATED SERVICES FOR MEMBERS**

**Other (Optional)**

1. Topic
2. Goal Statement
- 3a. Year 1 No
- 3b. Year 2 No
- 3c. Year 3 No
- 3d. Year 4 No
- 3e. Year 5 No
4. Intended Result(s)
5. Evaluation Method(s)

**4.14 Element 6 - AWARENESS AND ADVOCACY**

1. Goal Statement Administrators at all levels support school libraries.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) District and school administrators will receive ongoing communication and professional development about school libraries.
4. Evaluation Method(s) Documentation of presentations and communications in Principals' Weekly by library system staff to administrators on all levels.

**4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS>**

1. Goal Statement Multiple avenues of communication among members are utilized.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) NYCSLS will use various communication tools to meet the needs of their members. Such as NYCSLIST, NYCSLS website, OLS DOE website, and email.
4. Evaluation Method(s) As evidenced through the tools themselves.
1. Goal Statement Ad hoc advisory committees of librarians provide guidance for the development of library system initiatives and support for member libraries.

- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Create ad hoc advisory groups outside of NYCSLS Council as needed.
- 4. Evaluation Method(s) Review of the documentation of ad hoc group meetings.

**Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES**

- 4.16 Provide the URL for the Member Plan [http://nycdoe.libguides.com/ld.php?content\\_id=8377033](http://nycdoe.libguides.com/ld.php?content_id=8377033)

**4.17 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS**

- 1. Goal Statement The School Library System maintains a close relationship with public library systems through MyLibraryNYC.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Increase MyLibraryNYC Participation each of the 5 years by 5% of the eligible schools. MyLibraryNYC is a partnership between the three NYC public library systems and the DOE. Over 500 schools participate with access to sharable resources.
- 4. Evaluation Method(s) Statistics from the MyLibraryNYC program.

- 1. Goal Statement The School Library System fosters enhanced relationships between NYC cultural institutions and school libraries.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Host one professional learning event that features NYC cultural institutions.
- 4. Evaluation Method(s) Documentation of the professional learning event.

4.18 **Element 9 - OTHER (Optional)** - If there are other elements in the System's Plan of Service not listed above, complete one repeating group for each element.

- 1. Element CONSULTING AND DEVELOPMENT SERVICES
- 2. Topic Collection Development
- 3. Goal Statement Goal Statement Updating collections via weeding, grants, and automation projects.
- 4a. Year 1 Yes
- 4b. Year 2 Yes
- 4c. Year 3 Yes
- 4d. Year 4 Yes
- 4e. Year 5 Yes
- 5. Intended Result(s) Reduce average age of collections. The current average age of the title collection in Destiny is 1999.
- 6. Evaluation Method(s) ILS statistics

**ASSURANCE**

4.19 The Library System's Plan of Service was developed in accordance with provisions of Education Law and the Regulations of the Commissioner and the requirements of the New York State Library, and was reviewed and approved by the Library System Council on (date - mm/dd/yyyy). 2/24/2016

**APPROVAL**

4.20 The Library System's Plan of Service was reviewed and approved by the New York State Library on (date - mm/dd/yyyy)

**REVISION ASSURANCE**

4.21 The Library System's Plan of Service was revised in accordance with provisions of Education Law and the Regulations of the Commissioner and the requirements of the New York State Library, and was reviewed and approved by the Library System Council on (date - mm/dd/yyyy).

**REVISION APPROVAL**

4.22 The Library System's revised Plan of Service was reviewed and approved by the New York State Library on (date - mm/dd/yyyy)