



FIVE YEAR PLAN OF SERVICE

2021 -2026



2021-2026
ROCKLAND BOCES
School Library System

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FIVE YEAR PLAN OF SERVICE

2021-2026

SECTION 1: General Information

a. Name of System	Rockland BOCES
b. Address	131 N. Midland Avenue Nyack, New York 10960
c. Phone #	(845) 348-3500 ext. 3596
d. Fax #	(845) 348-3559
e. E-mail Address	thosmer@rboces.org
f. URL	www.rocklandboces.org/docs/isd/sls/sls_pos.pdf
g. Charter Date	
h. Service Area	Rockland County
i. Type of System	School
j. Minimum Staffing Requirements	1 Director (10 months) 1 Clerical Assistant (10 months) DEPENDENT UPON FUNDING
k. List of Members	See attachment

SECTION 2: Governance

a. How constituents are represented on the council.

1. Communications Coordinator (Liaison):
Each district will appoint one representative. The same person may serve on both the council and liaison. The communications coordinators will meet four times per year. Districts are encouraged to rotate communications coordinators every five years.
2. Council: Each district will appoint one librarian to the council. Council members serve a three year term. The council will include the following categories.

CATEGORIES:

- Non-public School Librarian **in Rockland County**
- Assistant Superintendent for Instruction or Director of Curriculum Instruction **from a Rockland school district**
- Public Librarian **in Rockland County**
- Ramapo Catskill Library System (RCLS) Representative
- Southeastern New York Library Resources Council (SENYLRC) Representative

Two people from any of the following categories

- Building or District Level Administrator **from a Rockland School District**
- Classroom Teacher **from the Rockland School District**
- College Librarian **from a college in Rockland County**
- Business Leader **operating in Rockland County**
- Board Member **from a Rockland School District**
- Parent **from a Rockland School District**
- Law Enforcement Official working in Rockland County

- Council members elect the council chair.
- Council meets four times per year.
- Meeting agendas are prepared by the council chair and SLS Director with input from the membership.

COUNCIL BY-LAWS

ARTICLE 1. NAME

Section 1. This organization shall be called the Rockland BOCES School Library System.

Section 2. The area to be served is the County of Rockland including all eligible public and non-public schools.

ARTICLE 2. SCHOOL LIBRARY SYSTEM COUNCIL

Section 1. Council Purpose

The School Library System Council will advise and support the School Library System Director in areas of policy, budget, planning and evaluation of School Library System services including the development, implementation and evaluation of the Plan of Service.

Section 2. Council Membership

Each district will appoint one school librarian to the council. Council members serve a three year term. In addition, the council will include the following categories.

CATEGORIES:

- Non-public School Librarian in Rockland County
- Assistant Superintendent for Instruction or Director of Curriculum Instruction from a Rockland school district
- Public Librarian in Rockland County
- Ramapo Catskill Library System (RCLS) Representative
- Southeastern New York Library Resources Council (SENYLRC) Representative

Two people from any of the following categories may be included.

- Building or District Level Administrator from a Rockland School District
- Classroom Teacher from a Rockland School District
- College Librarian from a college in Rockland County
- Business Leader operating in Rockland County
- Board Member from a Rockland School District
- Parent from a Rockland School District
- Law Enforcement Official working in Rockland County

Section 3. Membership

Council members serve a three year term. Council members are appointed by their Assistant Superintendent for Instruction (ASI). Terms are renewable with ASI approval. Other systems (RCLS, SENYLRC) appoint representatives at the discretion of their executive director.

Section 4. Council Chairperson

The Council shall elect a chairperson by majority vote on an annual basis. The chairperson must be a council member for at least one year. The chairperson may not serve as chair for more than four consecutive years. The chairperson will help create the agendas and run the meetings. The chairperson will be responsible for signing the School Library System Annual Report, Budget and Plan of Service.

Section 5. Meetings

The council shall meet at least four times a year. These meetings take place in conjunction with other scheduled School Library System meetings.

Section 6. Minutes

The director, or another designated person, shall record the minutes of all meetings. The director shall ensure that meeting minutes are distributed to all participating librarians, council members, ASI's and to the New York State Library's Division of Library Development.

Section 7. Voting

Each School Library System Council member shall have one vote. A simple majority of the total number of Council members participating in the meeting will be needed for passage.

ARTICLE 3. AMENDMENTS

The by-laws may be amended by a two-thirds vote of the members of the council provided that the proposed amendment shall have been included in the written notice of the meeting.

Description of Member Input on Policies

Communications Coordinators (Liaisons) serve as communications conduit between the system office and participating librarians. Rockland is a small county with eight public school districts. Communications coordinator meetings serve as standing committee meetings and all communications coordinators serve on the committees. All county school librarians who are members of the system are invited to serve on standing committees. Communications coordinators create staff development programs and system policies through consensus which are then sent to the council and all member for review and comment. Districts are encouraged to rotate communications coordinators every five years.

Council members review and approve the budget before it is submitted to the State Education Department. Council members review School Library System member plans, professional development offerings, Plans of Service, suggest revisions, approve system plans and monitor system progress. The council meets four times each year to facilitate discussion and input on system policies.

Member input on policies is achieved through surveys, email from district communications coordinators, phone calls, minutes from communications coordinator and council meetings and comment sections on evaluations.

SECTION 3: Needs Assessment and Development of the Plan

a. Plan Development

1. Information for member needs gathered through:
 - Annual evaluation summaries
 - Member Plans
 - Discussions at communication coordinator and council meetings
 - Phone calls from librarians

Planning Process: Communications coordinators and council members began work on the Plan of Service 2021-2026 at their meeting in May 2019. They reviewed the Division of Library Development draft identifying elements of the Plan of Service 2021-2026 and the current Plan of Service. Since both the CCD Plan and Member Plan were revised and approved within the last year, it was agreed that these sections would need little revision. A timeline was established for development of the Plan of Service in 2019-2020. Linda Todd, retired from the Division of Library Development, was hired as a facilitator to lead the discussions developing the new Plan of Service. The communications coordinators and council met along with Linda Todd in September and November 2019 and January 2020 to clarify content in the general sections and to develop goals, intended results and evaluation methods for the annual activities. The draft Plan of Service 2021-2026 was sent to all member librarians for review and comment in September 2020. No comments or further suggestions were received. At the November 10, 2020 meeting of the communications coordinators and council a motion was made to approve the Plan of Service 2021-2026 with a second and approved by all present.

b. Evaluation

1. The attached annual evaluation will be used to evaluate whether or not the system is making progress toward achieving the intended results of the Plan.
2. Professional development program participants are expected to complete an evaluation at each event. Evaluation responses will be tabulated or summarized.
3. Communications coordinators and council will review the evaluation summaries and adjust policies as needed.

c. Amendment Process

Communications coordinators and council, with member input, will make amendments through consensus as needs arise. Both groups will review the Plan of Service on an annual basis to ascertain issues which may need adjusting or revision. Member libraries will be included in this process through surveys, district meetings with communications coordinators, phone calls and minutes from communications coordinator and council meetings.

d. Approval Process

The council developed the draft Plan of Service with the help of a facilitator. It was sent to the membership for critique and suggestions. Through consensus, the council acted upon any suggestions and voted approval of the final draft. A copy of the Plan of Service was sent to the BOCES District Superintendent as liaison to the BOCES Board.

Section 4 Mission Statement, Goal Statement(s), Intended Results and Evaluation Methods

Five Year Library System Plan of Service July 1, 2021 –June 30, 2026

Mission Statement	“The mission of the Rockland BOCES School Library System is to serve the school libraries by supporting all library related services. The school library system fosters the professional growth of county librarians and facilitates progress of staff and students towards achieving the educational goals and standards defined by New York State.”
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Elements:

CCD (Cooperative Collection Development)

	Goal Statement	Intended Results	Evaluation Method
2021-2022	Continue to maintain, develop, periodically review and market CCD to improve local library collections and support resource sharing.	The system will facilitate cooperative collection development (CCD) through purchases and libraries will review marketing plans.	Number of materials purchased. Number of emails and posts on SLS catalog highlighting individual collections and marketing plans to promote CCD collections.
2022-2023	Preparing a systematic evaluation of the shared collections.	Libraries will determine the condition of the shared collections i.e. copyright date, available titles and usefulness of titles.	Completed collection analysis and circulation statistics for special collections.
2023-2024	Increasing awareness of the content and quality of CCD collections among librarians.	CCD collections will be more widely accessed and used by students and staff.	Emails and posts on union catalog home page highlighting individual collections and marketing resources created to promote CCD collections.
2024-2025	Promoting use of shared collections through increased marketing.	Librarians will create materials to market and increase use of shared collections by students and staff.	Survey of marketing techniques used and circulation stats for shared collections.
2025-2026	Improving marketing techniques among librarians to increase use of shared collections.	Students and staff will frequently access shared collections.	Circulation statistics for shared collections increase over previous year.

**I. Resource Sharing
Elements:
Union/Online Catalog**

	Goal Statements	Intended Results	Evaluation Methods
2021-2022	Enhancing resource sharing among libraries through maintenance, marketing and promoting the union catalog, including the separate catalog for e-books created in 2020.	Librarians, students and staff will have a greater awareness of the union catalog and its resources through current additions and deletions, weblinks and training sessions in all media formats.	Statistics will be maintained of additions and deletions, number of union catalog searches and promotional materials prepared. Librarian survey of number of classes receiving instruction in union catalog use.
2022-2023	Providing tutorials, training and links for enhanced understanding of union catalog features.	Students and staff will have greater opportunities to locate materials. The region will have a more accurate union catalog.	Number of tutorials created and links provided which explain union catalog features and benefits.
2023-2024	Enhancing resource sharing among libraries through maintenance, marketing and promoting the union catalog, including the e-book union catalog.	Librarians, students and staff will increase their use of the union catalogs to locate resources.	Statistics will be maintained of additions and deletions, number of union catalog searches and promotional materials prepared.
2024-2025	Providing students and staff with access to resources located in the region.	Librarians will include prominent links to the union catalog from their OPAC or webpage. The region will have an accurate union catalog.	Survey of libraries regarding links to union catalog. Statistics will be maintained of searches using the union catalog as well as additions and deletions to the union catalog.
2025-2026	Providing students and staff with an accurate union catalog that enhances resource sharing.	Librarians will evaluate current resources available through the union catalog to ensure that they are appropriate and up-to-date.	Statistics will be maintained of additions and deletions to the union catalog. Survey of member libraries.

I. Resource Sharing

Elements:

Delivery

	Goal Statements	Intended Results	Evaluation Methods
2021-2022	Improving student access to resources through ILL delivery, including exploring different methods of delivering print resources.	There will be timely delivery of resources. Requests for pick-up and delivery of interlibrary loan materials will increase over the previous year. SLS members will explore options for delivering a variety of materials.	Statistics will be kept and summarized for courier runs. Survey librarians for delivery options and discussions at communication coordinator and council meetings.
2022-2023	Improving student access to resources through ILL delivery	There will be timely delivery of resources. Requests for pick-up and delivery of interlibrary loan materials will increase over the previous year. SLS members will evaluate other options for ILL delivery such as digitized resources.	Statistics will be kept and summarized for courier runs. Survey of member librarians.
2023-2024	Improving student access to resources through ILL delivery.	There will be timely delivery of resources. Requests for pick-up and delivery of interlibrary loan materials will increase over the previous year.	Statistics will be kept and summarized for courier runs.
2024-2025	Improving student access to resources through ILL delivery.	There will be timely delivery of resources. Requests for pick-up and delivery of interlibrary loan materials will increase over the previous year.	Statistics will be kept and summarized for courier runs.
2025-2026	Improving student access to resources through ILL delivery.	There will be timely delivery of resources. Requests for pick-up and delivery of interlibrary loan materials will increase over the previous year.	Statistics will be kept and summarized for courier runs.

I. Resource Sharing

Elements:

ILL

	Goal Statements	Intended Results	Evaluation Methods
2021-2022	Expanding staff and student access to materials through ILL of all material types.	Resource sharing will increase through interlibrary loan assisted by the maintaining and improving of instruction and marketing tools. Librarians will instruct and encourage students to initiate ILL requests.	10% of member libraries will increase interlibrary loan usage by 5% over the previous year. Marketing flyers will be updated and distributed. Number of training sessions related to ILL.
2022-2023	Expanding staff and student access to materials through ILL of all material types.	Resource sharing will increase through interlibrary loan and students will initiate ILL requests.	10% of member libraries will increase interlibrary loan usage by 5% over the

			previous year. Number of student initiated ILL requests.
2023-2024	Expanding staff and student access to materials through ILL of all material types.	Resource sharing will increase through interlibrary loan assisted by marketing and instruction for initiating ILL requests.	10% of member libraries will increase interlibrary loan usage by 5% over the previous year. Marketing flyers will be updated and distributed. Number of training sessions related to ILL.
2024-2025	Expanding staff and student access to materials through ILL of all material types.	Resource sharing will increase through interlibrary loan.	10% of member libraries will increase interlibrary loan usage by 5% over the previous year.
2025-2026	Expanding staff and student access to materials through ILL of all material types.	Resource sharing will increase through interlibrary loan.	10% of member libraries will increase interlibrary loan usage by 5% over the previous year.

I. Resource Sharing

Elements:

Digital Collection Access

	Goal Statements	Intended Results	Evaluation Methods
2021-2022	Increasing awareness of digital collections available through NOVEL and other digital platforms, including specialized collections such as dp.la and NY Heritage.	Library staff will become familiar with a variety of free, digital resources and how to utilize them with students and staff.	Number of workshops and webinars offered and number of information materials distributed which highlight free, digital collections. Usage statistics.
2022-2023	Increasing use of free, digital collections available through NOVEL and other digital platforms, including specialized collections such as dp.la and NY Heritage.	Library staff will become familiar with using free, digital resources.	Number of workshops, webinars and information materials distributed which highlight digital collections. Usage statistics increase from previous year.
2023-2024	Increasing awareness and use of historical, digital collections.	Library staff will become familiar with a variety of historical, digital resources for use with students and staff.	Number of workshops, webinars and informational materials distributed which highlight historical digital collections.
2024-2025	Increasing awareness and use of digital collections.	Library staff will become familiar with a variety of digital resources for student and staff use.	Number of workshops, webinars and informational materials distributed. Survey librarians to gather statistics of digital resources being used by students and staff.

2025-2026	Increasing use of digital collections including NOVEL and dp.la.	Students and staff will be able to access and utilize digital collections efficiently.	Statistics for digital resources used by students and staff.
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II. SPECIAL CLIENT GROUPS

Elements:

	Goal Statements	Intended Results	Evaluation Methods
2021-2022	Help librarians provide quality service to underserved client groups through understanding of client needs and access to appropriate materials.	Member librarians will have the opportunity to learn more about underserved client groups through professional development workshops and be able to use appropriate materials. Librarians will identify special client groups in need of quality service.	Number of training sessions. Evaluation of professional development programs. Surveys.
2022-2023	Help librarians provide quality service to underserved client groups through understanding of client needs and access to appropriate materials.	Member librarians will have the opportunity to learn more about underserved client groups identified through surveys and through professional development workshops and resources that provide greater understanding of the needs of the client group.	Number of training sessions and resources distributed. Evaluation of professional development programs.
2023-2024	Help librarians provide quality service to underserved client groups through understanding of client needs and access to appropriate materials.	Member librarians will have the opportunity to learn about resources to best meet the needs of the special client group identified in year one. Librarians will evaluate the need to continue working with this particular group or move on to another special client group.	Number of training sessions. Evaluation of professional development programs. Surveys.
2024-2025	Help librarians provide quality service to underserved client groups through understanding of client needs and access to appropriate materials.	Member librarians will have the opportunity to learn more about underserved client group through professional development workshops and be able to use appropriate materials with this group.	Number of training sessions. Evaluation of professional development programs.
2025-2026	Help librarians provide quality service to underserved client groups through understanding of client needs and access to appropriate materials.	Member librarians will have the opportunity to learn more about underserved client group through professional development workshops and be able to use appropriate materials. Librarians will identify special client group for 2026-2027.	Number of training sessions. Evaluation of professional development programs. Surveys.

III. PROFESSIONAL DEVELOPMENT/TRAINING

Elements:

	Goal Statements	Intended Results	Evaluation Methods
2021-2022	Enhancing the professional development of member librarians and thereby improve student performance and library programs.	The system will offer workshops and webinars on Superintendent's Conference Day and other days throughout the year. Topics will be ascertained by surveying member librarians, State mandated curriculum requirements and trending issues in school librarianship.	Number of workshops held. Evaluations will be distributed at each workshop, summarized and reviewed by the council.
2022-2023	Providing professional development opportunities which support the integration of library and information skills especially those included in the Empire State Information Fluency Curriculum.	The system will offer workshops and webinars on Superintendent's Conference Day and other days throughout the year. Topics will be ascertained by surveying member librarians, State mandated curriculum requirements and trending issues in school librarianship.	Number of workshops held. Evaluations will be distributed at each workshop, summarized and reviewed by the council.
2023-2024	Providing professional development opportunities which support the integration of library skills into all curricular areas.	The system will offer workshops and webinars on Superintendent's Conference Day and other days throughout the year. Librarians will be surveyed for topics.	Number of workshops held. Evaluations will be distributed at each workshop, summarized and reviewed by the council.
2024-2025	Enhancing and supporting the professional development of member librarians .	The system will offer workshops and webinars on Superintendent's Conference Day and other days throughout the year. Librarians will be surveyed for topics.	Number of workshops held. Evaluations will be distributed at each workshop, summarized and reviewed by the council.
2025-2026	Providing professional development opportunities for member librarians.	The system will offer workshops and webinars on Superintendent's Conference Day and other days throughout the year. Librarians will be surveyed for topics.	Number of workshops held. Evaluations will be distributed at each workshop, summarized and reviewed by the council.

IV. CONSULTING AND TECHNICAL ASSISTANCE SERVICES

Elements:

	Goal Statements	Intended Results	Evaluation Methods
2021-2022	Providing information, consultation, development services and technical assistance on an as needed/requested basis via phone, fax, email and at on-site Council and Liaison meetings. Site visits dependent upon funding.	Librarians will receive a timely and knowledgeable response to their inquiries for assistance. Will increase awareness of needs and issues in member libraries.	Statistics on number of emails, faxes, phone calls, correspondence and site visits logged and tabulated.

2022-2023	Providing information, consultation, development services and technical assistance on an as needed/requested basis via phone, fax, email and at on-site Council and Liaison meetings. Site visits dependent upon funding.	Librarians will receive a timely and knowledgeable response to their inquiries for assistance. Will increase awareness of needs and issues in member libraries.	Statistics on number of emails, faxes, phone calls, correspondence and site visits logged and tabulated.
2023-2024	Providing information, consultation, development services and technical assistance on an as needed/requested basis via phone, fax, email and at on-site Council and Liaison meetings. Site visits dependent upon funding.	Librarians will receive a timely and knowledgeable response to their inquiries for assistance. Will increase awareness of needs and issues in member libraries.	Statistics on number of emails, faxes, phone calls, correspondence and site visits logged and tabulated.
2024-2025	Providing information, consultation, development services and technical assistance on an as needed/requested basis via phone, fax, email and at on-site Council and Liaison meetings. Site visits dependent upon funding.	Librarians will receive a timely and knowledgeable response to their inquiries for assistance. Will increase awareness of needs and issues in member libraries.	Statistics on number of emails, faxes, phone calls, correspondence and site visits logged and tabulated.
2025-2026	Providing information, consultation, development services and technical assistance on an as needed/requested basis via phone, fax, email and at on-site Council and Liaison meetings. Site visits dependent upon funding.	Librarians will receive a timely and knowledgeable response to their inquiries for assistance. Will increase awareness of needs and issues in member libraries.	Statistics on number of emails, faxes, phone calls, correspondence and site visits logged and tabulated.

V. COORDINATED SERVICES

Elements:

Virtual Reference

	Goal Statements	Intended Results	Evaluation Methods
2021-2022	Enhancing resource access for students and staff.	Survey librarians for their definition and vision of virtual reference.	Completion of survey.
2022-2023	Enhancing resource access for students and staff.	The liaison and council will develop a virtual reference mission statement using responses from member surveys and lay groundwork for providing virtual reference.	Completion of mission statement for virtual reference.
2023-2024	Enhancing resource access for students and staff.	Communications coordinators and council will survey member librarians and discuss ways to provide virtual reference to students and staff.	Surveys.

V. Coordinated Services

Digitization

Elements:

Digitization Services

	Goal Statements	Intended Results	Evaluation Methods
2021-2022	Providing information on digitization projects to communications coordinators and council with an emphasis on copyright laws and project management.	Communications coordinators and council will have a better understanding of the components of a digitization project, including project management and copyright laws.	Number of webinars and workshops offered to the communications coordinators and council.
2022-2023	Ascertaining the scope of material in member libraries to include in a digitization project.	Librarians will be surveyed to identify the type and volume of material that might be digitized.	Survey completed.
2023-2024	Reviewing and prioritizing possible digitization projects.	Communications coordinators and council will review and evaluate the data collected in the survey in 2022-2023. Potential digitization projects will be identified and prioritized.	Completion of review, evaluation and prioritization of projects.
2024-2025	Explore various media platforms for sharing digitization projects	Council will become familiar with various media sharing platforms.	Survey. Workshop.
2025-2026	Reviewing costs and sources of revenue to fund a digitization project.	Communications coordinators and council members will select a pilot project for digitization.	Completed pilot digitization project.

VI. AWARENESS AND ADVOCACY

Elements:

	Goal Statement	Intended Results	Evaluation Methods
2021-2022	Keeping members aware of issues and trends in school librarianship and providing resources supporting advocacy for school libraries and library systems.	The system will develop well informed school librarians.	The number of materials, workshops, webinars and other resources made available to support the advocacy process.
2022-2023	Keeping members aware of issues and trends in librarianship and promoting the awareness of the important role of school librarians and school library systems.	The system will develop well informed school librarians who have a better understanding of State policies and trends and will be able to effectively communicate with key decision makers to enhance their school library programs.	The number of newsletters published and other awareness and advocacy materials prepared and distributed via print and email.
2023-2024	Keeping members aware of issues and trends in librarianship and providing materials appropriate for advocacy.	School librarians will gain knowledge and expertise to enhance and enrich school library programs as well as better understanding of State policies which affect librarianship.	The number of newsletters published and other awareness and advocacy materials prepared and distributed via print and email along with webinars.
2024-2025	Keeping members aware of issues and trends in librarianship which impact	The system will develop well informed school librarians who	The number of newsletters published and other awareness

	school libraries and their effectiveness.	have a better understanding of State policies and trends.	and advocacy materials prepared and distributed via print and email along with webinars.
2025-2026	Keeping members aware of issues and trends in librarianship and promoting the awareness of the important role of school librarians and school library systems.	The system will develop well informed school librarians who have a better understanding of State policies and trends	The number of newsletters published and other awareness and advocacy materials prepared and distributed via print and email.

VII. COMMUNICATIONS AMONG MEMBERS

Elements:

	Goal Statements	Intended Results	Evaluation Methods
2021-2022	Facilitating communication among member libraries.	<ol style="list-style-type: none"> 1. To publish and distribute electronically an annual directory of libraries and librarians in each building. 2. To publish a newsletter as a source of information and communication. 3. To offer opportunities for networking at professional development programs. 4. To distribute and summarize the member plan for each building. 5. The communication coordinators will serve as communications conduit between the system office and participating librarians and establish uniform protocols to ensure that all member librarians receive the same information in a timely fashion. 6. The communications coordinators will create system policies through consensus which are then sent to all members and the council for review, comment and approval. 7. The communication coordinators will explore using technology to improve communication in a more timely manner. 	Completion of items delineated in intended results. Feedback from Member Plan and annual evaluation question pertaining to communication.
2022-2023	Developing, encouraging and maintaining communication and cooperation among member libraries.	<ol style="list-style-type: none"> 1. To publish and distribute electronically an annual directory of libraries and librarians in each building. 2. To publish a newsletter as a source of information and communication. 3. To offer opportunities for networking at professional 	Completion of items delineated in intended results. Feedback from annual evaluation question pertaining to communication.

		<p>development programs.</p> <p>4. To distribute and summarize the member plan for each building.</p> <p>5. The communication coordinators will serve as communications conduit between the system office and participating librarians and establish uniform protocols to ensure that all member librarians receive the same information in a timely fashion.</p> <p>6. The communications coordinators will create system policies through consensus which are then sent to all members and the council for review, comment and approval.</p> <p>7. The communication coordinators will explore using technology to improve communication in a more timely manner.</p>	
2023-2024	<p>Developing, encouraging and maintaining communication and cooperation among member libraries.</p>	<p>1.To publish and distribute electronically an annual directory of libraries and librarians in each building.</p> <p>2. To publish a newsletter as a source of information and communication.</p> <p>3. To offer opportunities for networking at professional development programs.</p> <p>4. To distribute and summarize the member plan for each building.</p> <p>5. The communication coordinators will serve as communications conduit between the system office and participating librarians and establish uniform protocols to ensure that all member librarians receive the same information in a timely fashion.</p> <p>6. The communications coordinators will create system policies through consensus which are then sent to all members and the council for review, comment and approval.</p> <p>7. The communication coordinators will explore using technology to improve communication in a more timely manner.</p>	<p>Completion of items delineated in intended results. Feedback from annual evaluation question pertaining to communication.</p>

<p>2024-2025</p>	<p>Developing, encouraging and maintaining communication and cooperation among member libraries.</p>	<ol style="list-style-type: none"> 1.To publish and distribute electronically an annual directory of libraries and librarians in each building. 2. To publish a newsletter as a source of information and communication. 3. To offer opportunities for networking at professional development programs. 4. To distribute and summarize the member plan for each building. 5. The communication coordinators will serve as communications conduit between the system office and participating librarians and establish uniform protocols to ensure that all member librarians receive the same information in a timely fashion. 6. The communications coordinators will create system policies through consensus which are then sent to all members and the council for review, comment and approval. 7. The communication coordinators will explore using technology to improve communication in a more timely manner. 	<p>Completion of items delineated in intended results. Feedback from annual evaluation question pertaining to communication.</p>
<p>2025-2026</p>	<p>Developing, encouraging and maintaining communication and cooperation among member libraries.</p>	<ol style="list-style-type: none"> 1.To publish and distribute electronically an annual directory of libraries and librarians in each building. 2. To publish a newsletter as a source of information and communication. 3. To offer opportunities for networking at professional development programs. 4. To distribute and summarize the member plan for each building. 5. The communication coordinators will serve as communications conduit between the system office and participating librarians and establish uniform protocols to ensure that all member librarians receive the same information in a timely fashion. 6. The communications coordinators will create system policies through consensus which are then 	<p>Completion of items delineated in intended results. Feedback from annual evaluation question pertaining to communication.</p>

		sent to all members and the council for review, comment and approval. 7. The communication coordinators will explore using technology to improve communication in a more timely manner.	
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VIII. COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

	Goal Statements	Intended Results	Evaluation Methods
2021-2022	Sharing expertise, working cooperatively, developing regional programs and partnerships with other school, public and 3R's library systems when appropriate.	Problem solving will occur through joint meetings, dependent upon funding. The systems will offer regional programs which would be too costly for just one system such as the Fall Into Books Annual Conference.	Statistics of meetings attended. Number of regional programs. Evaluation surveys of regional programs offered.
2022-2023	Sharing expertise, working cooperatively, developing regional programs and partnerships with other school, public and 3R's library systems when appropriate.	Problem solving will occur through joint meetings, dependent upon funding. The systems will offer regional programs which would be too costly for just one system such as the Fall Into Books Annual Conference	Statistics of meetings attended. Number of regional programs. Evaluation surveys of regional programs offered.
2023-2024	Sharing expertise, working cooperatively, developing regional programs and partnerships with other school, public and 3R's library systems when appropriate.	Problem solving will occur through joint meetings, dependent upon funding. The systems will offer regional programs which would be too costly for just one system such as the Fall Into Books Annual Conference	Statistics of meetings attended. Number of regional programs. Evaluation surveys of regional programs offered.
2024-2025	Sharing expertise, working cooperatively, developing regional programs and partnerships with other school, public and 3R's library systems when appropriate.	Problem solving will occur through joint meetings, dependent upon funding. The systems will offer regional programs which would be too costly for just one system such as the Fall Into Books Annual Conference	Statistics of meetings attended. Number of regional programs. Evaluation surveys of regional programs offered.
2025-2026	Sharing expertise, working cooperatively, developing regional programs and partnerships with other school, public and 3R's library systems when appropriate	Problem solving will occur through joint meetings, dependent upon funding. The systems will offer regional programs which would be too costly for just one system such as the Fall Into Books Annual Conference	Statistics of meetings attended. Number of regional programs. Evaluation surveys of regional programs offered.

IX. OTHER

Elements: Literacy

	Goal Statements	Intended Results	Evaluation Methods
2021-2022	Supporting literacy and State learning standards through recreational reading.	Literacy and State learning standards will be supported through the Rockland Read-In. Member libraries will be made aware of the annual NY State-sponsored Summer Reading Program.	Rockland Read-In results will be tabulated and distributed among participants. Highest scoring schools will be awarded 1 st , 2 nd and 3 rd place certificates. Summer reading materials distributed.
2022-2023	Supporting literacy and State learning standards through recreational reading.	Literacy and State learning standards will be supported through the Rockland Read-In. Member libraries will be made aware of the annual NY State-sponsored Summer Reading Program.	Rockland Read-In results will be tabulated and distributed among participants. Highest scoring schools will be awarded 1 st , 2 nd and 3 rd place certificates. Summer reading materials distributed.
2023-2024	Supporting literacy and State learning standards through recreational reading.	Literacy and State learning standards will be supported through the Rockland Read-In. Member libraries will be made aware of the annual NY State-sponsored Summer Reading Program.	Rockland Read-In results will be tabulated and distributed among participants. Highest scoring schools will be awarded 1 st , 2 nd and 3 rd place certificates. Summer reading materials distributed.
2024-2025	Supporting literacy and State learning standards through recreational reading.	Literacy and State learning standards will be supported through the Rockland Read-In. Member libraries will be made aware of the annual NY State-sponsored Summer Reading Program.	Rockland Read-In results will be tabulated and distributed among participants. Highest scoring schools will be awarded 1 st , 2 nd and 3 rd place certificates. Summer reading materials distributed.
2025-2026	Supporting literacy and State learning standards through recreational reading.	Literacy and State learning standards will be supported through the Rockland Read-In. Member libraries will be made aware of the annual NY State-sponsored Summer Reading Program.	Rockland Read-In results will be tabulated and distributed among participants. Highest scoring schools will be awarded 1 st , 2 nd and 3 rd place certificates. Summer reading materials distributed.

Section 5

Annual Evaluation Form

ROCKLAND BOCES SCHOOL LIBRARY SYSTEM
131 N. Midland Ave., Nyack, N.Y. 10960
(845) 348-3500 ext. 3596

**ANNUAL EVALUATION
2021-2026**

RETURN BY :

DISTRICT :

SCHOOL :

LIBRARIAN :

Directions:

Please circle the appropriate letter following each question. There is a space provided for comments and suggestions. Please provide comments if your response indicates a less than satisfactory (D) or (E) rating, pertaining to why you selected this response. Any additional information or recommendations may be written at the end of the evaluation.

I. Background Information

1. What is your position? (Circle all that apply)
 - A. Public school librarian
 - B. Non-public school librarian
 - C. Council
 - D. Other
2. How long have you been in your position?
 - A. 1-6 months
 - B. 7 months-1 year
 - C. Between 1-5 years
 - D. Between 6-10 years
 - E. More than 10 years

II. Interlibrary Loan Development

3. Do you presently use the online union catalog to locate materials for interlibrary loan?
 - A. Yes
 - B. No

Comments _____

4. Are you familiar with the policies and procedures (protocols) that have been established for Interlibrary Loan in the Southeastern region? To what extent?

- A. Familiar
- B. Somewhat
- C. Not at all

Comments _____

5. Do you offer interlibrary loan to your students and staff?

- A. Yes
- B. No

Comments _____

6. Do you use SEAL (the electronic ILL system for the Southeastern region) to locate books or periodicals?

- A. Yes
- B. No

7. To what extent do you feel Interlibrary Loan will benefit you as a librarian in creating a wider and richer range of materials for students?
- A. A great extent
 - B. Very much
 - C. Somewhat
 - D. Very little
 - E. Not at all

Comments _____

8. Do you maintain your holdings in the union catalog through additions and deletions?
- A. Yes
 - B. No

9. Per the Plan of Service, is your OPAC linked to the union catalog?
- A. Yes
 - B. No

III. Staff Development

10. Do you attend the workshops offered by the School Library System?
- A. Yes
 - B. No

Comments _____

11. Has the School Library System been a part of your increased professional awareness and growth?
- A. Yes
 - B. No

Comments _____

12. How would you rate your participation in the mission, goals and activities of the School Library System in the last year?
- A. Excellent
 - B. Better than satisfactory
 - C. Satisfactory
 - D. Less than satisfactory
 - E. None

Comments _____

IV. Communication

13. To what extent has the School Library System promoted an exchange of ideas between school district librarians?
- A. A great deal
 - B. A lot
 - C. Some
 - D. A little
 - E. None

Comments _____

14. How would you rate the communication between you and your school district communications coordinator (liaison) to the School Library System?
- A. Excellent
 - B. Better than satisfactory
 - C. Satisfactory

- D. Less than satisfactory
- E. None

Comments _____

15. Have you used the School Library System directory to contact another librarian for assistance with an interlibrary loan or other library related concern?

- A. Yes
- B. No

16. How would you rate the communication between you and other member librarians?

- A. Excellent
- B. Better than satisfactory
- C. Satisfactory
- D. Less than satisfactory
- E. None

Comments _____

V. General

17. How would you rate the overall impact of the School Library System?

- A. Excellent
- B. Better than satisfactory
- C. Satisfactory
- D. Less than satisfactory
- E. Poor

Comments _____

18. Any additional questions, suggestions or comments are greatly appreciated.

Comments _____

Section 6

**Rockland BOCES
School Library System
131 N. Midland Avenue
Nyack, New York 10960**

MEMBER PLAN UPDATE/TECHNOLOGY SURVEY 2021-2026

School _____ Name _____

A) Staffing

- 1. Student enrollment _____
- 2. Number of certified Library Media Specialists in LMC _____
- 4. Support Staff Full time _____ Part-time _____ (check one)
- 5. Other (e.g. Volunteer, student volunteer) _____

B) Library Resources

1. Print Resources

- a. Number of volumes in your book collection _____
- b. Number of titles in your collection _____
- c. Number of titles added in year-year (to be specified) _____
- d. Number of periodicals _____

2. Non-Print Resources

- a. Which automated library management program do you own? (e.g. OPALS, Follett) _____
- b. Are your records in the school library system union catalog?
Yes No (circle one)
- c. How often do you add or delete records in the school library system union catalog?
(circle one)
Annually Ongoing basis Never Other (specify)
- d. Do you subscribe to the NOVEL databases? Yes No (circle one)
Have you "branded" the NOVEL databases Yes No
- e. Do you subscribe to other databases? Yes No (circle one)
 - Number of periodical databases _____
 - Number of newspaper databases _____
 - Number of other databases _____
- f. Number of Videos _____ DVD's _____ Playaways (Books on MP3) _____
- g. e-books (including the school library system collection)
locally owned (specify number) _____
SLS collection participant Yes No (circle one)

3. Equipment (in library)

- | | | |
|--|-------|----|
| a. Telephone | yes | no |
| b. Chromebooks | yes | no |
| c. Computer with Internet access | yes | no |
| • Number of computers for library management | _____ | |
| • Number of public access computers | _____ | |
| d. Printers for computers | yes | no |
| e. Scanner (in the library) | yes | no |
| f. CD read/write | yes | no |
| g • Fax machine in library | yes | no |
| fax number _____ | | |
| • Fax machine in building | yes | no |
| fax number _____ | | |
| h. Digital camera (in the library) | yes | no |
| i. Flip camera | yes | no |
| j. digital video | yes | no |
| k. LCD projector | yes | no |

l. smart board	yes	no
m. video projector	yes	no
n. distance learning	yes	no
o. other (specify)	<hr/>	
p. Is building networked?	yes	no
Is the library included in the network?	yes	no
q. Do you provide e-readers to your students?	yes	no
r. Do you provide ipads to your students?	yes	no
s. Do you provide laptops to your students?	yes	no
t. Does your library utilize senteo, smart response, active votes, etc.?	yes	no

C) Other Information about Technology

1. WiFi in building	<hr/>	
2. Is there public access to WiFi?	yes	no
3. Is there a District Internet Policy?	yes	no
4. Does your school have a web page?	yes	no
a. If yes, what is the URL?	<hr/>	
b. Are you linked to it?	yes	no
5. Does the library have a web page?	yes	no
If yes, how often do you revise it? (specify)	<hr/>	
• Who maintains the library web page?	<hr/>	
• Does library web page link to non-commercial databases or materials (webquests, etc.) produced by the library or school ?	yes	no
Specify a few: _____	<hr/>	
Are these materials available for public use via the Internet?	yes	no
• Is your catalog available for public access (look up only) from your web page?	yes	no
• Does your web page include a link to the SLS union catalog?	yes	no
6. Does your district have a technology committee?	yes	no
If yes, do you serve on this committee?	yes	no
7. Has your library begun to offer mobile computing?	yes	no

D) General Information

1. How many classes use the library per year? (specify) _____?		
2. Does your library follow a flex___ or fixed schedule___ or prep schedule___? (check all that apply)		
3. Does your building have a library curriculum?	yes	no
Is it available to the public?	yes	no

E) Reporting

1. Do you report participation in member services (interlibrary loan, union catalog, staff development etc.) annually to your assistant superintendent, department chair or building administrator?

Yes No (Circle one)

F) Communications

1. Do you have a procedure to communicate school library system policies, practices and opportunities to your school community?

Yes No (Circle one)

Which do you use to communicate this information? (Circle all that apply.)
 Flyer webpage e-mail newsletter department meetings

faculty meetings

Section 7: Cooperative Collection Development Plan

SCHOOL LIBRARY SYSTEM COOPERATIVE COLLECTION DEVELOPMENT PLAN

PART I

MISSION STATEMENT

Every library exists primarily to serve the needs of its own community of users. However, libraries acknowledging the impossibility of building totally comprehensive collections are increasingly relying on cooperative activities. It is the belief of the School Library System Council that the aim of Cooperative Collection Development (CCD) is to improve the total resources of libraries by cooperative arrangements in sharing library resources.

Cooperative Collection Development, as defined by the American Library Association, is "cooperation, coordination or sharing in the development and management of collections by two or more libraries making an agreement for this purpose." Generally this cooperation is enhanced by agreements among libraries to acquire and maintain specific materials which are not readily available within each of the individual cooperating libraries. It enhances the availability of in-depth collections which are already or may in the future be collected by individual libraries.

While the concept encourages libraries to build and strengthen specific collections, it in no way diminishes the responsibility of libraries to select and purchase a core collection. The focus of Cooperative Collection Development is to develop and manage collections in a cost and user beneficial way.

This document is intended to serve as a written statement of principles and methods to guide libraries in participating in Cooperative Collection Development.

I. Desired Outcomes and Data Indicators

a. Library collections at individual CCD participating libraries are strengthened

Data indicators should include but are not limited to: 1) Interlibrary loan (ILL) CCD usage (both in and out of building) statistics increases by 10% over the previous year(s); 2) The number of CCD filled ILL usage statistics increases by 10% over the previous year(s); 3) Overall usage statistics for participating CCD libraries increases 10% over the previous year(s).

b. Users of CCD participating libraries benefit from a wide variety of available materials

Data indicators should include but are not limited to: 1) Usage statistics for CCD participating libraries increases by 10% over the previous year(s); 2) The number of CCD filled usage statistics increases 10% over the previous year(s); 3) Anecdotal records; 4) The development and execution of multi- year marketing plans submitted to the School Library System (SLS) that inform users of the availability of CCD materials.

c. The process for purchasing CCD materials is both efficient and cost effective

Data indicators should include but are not limited to: 1) Purchase orders are submitted to the SLS from participating CCD libraries according to a prescribed SLS timeline, are accurate and follow CCD guidelines; 2) The SLS submits CCD purchase orders to vendors in a timely manner.

II. Member Library's Responsibilities

- a. To assume professional responsibility for participating in Cooperative Collection Development.

- b. To select materials based upon the professional judgment of the librarian, accepted current professional literature, staff recommendations and subject area journals.
- c. To acquire and maintain materials on the appropriate level in the designated CCD subject area.
- d. To make the collection available to other libraries through interlibrary loan and provide instruction to students and staff on accessing interlibrary loan.
- e. To notify the School Library System of any changes within the district affecting collecting capability.
- f. To notify the School Library System if a need arises for a change in the designated CCD subject area.
- g. To encourage libraries to send current and/or personal reviews of materials in the designated subject area to the designated collecting school.
- h. To maintain collection relevance using the weeding guidelines established by the School Library System Council.

PART II

Co-ser Funded Comprehensive* Cooperative Collection Development Policy Statement for the Rockland BOCES School Library System

BACKGROUND

COOPERATIVE COLLECTION DEVELOPMENT (CCD)

I.

1. Funding for Cooperative Collection Development will be provided by COSER money from participating member districts. All materials purchased through the COSER are the property of Rockland BOCES.
2. The purchase of collection development tools will be continued and updated at the School Library System Office, as funds permit.
3. CCD collections will focus on non-fiction, informational materials and reference.
4. A list of appropriate reference books will be developed by the School Library System Council and related liaison groups for coordinated purchase for each participating district. Participating libraries will be asked for recommendations for titles to be considered for purchase.
5. The SLS council will administer/monitor the CCD Plan. Such monitoring activities should include but not be limited to: 1) A periodic review of all usage statistics; 2) A periodic review of members' marketing plans; 3) A periodic review of all designated purchasing areas; 4) A periodic review of School Library System CCD administration procedures.

II. Monographs

The Council representative from each district will be asked to designate a minimum of one library in the district to select at least one area in which there is a strong collection. For example, one school may have a strong art collection, another may have philosophy, yet another may have poetry or folktales. The

collection may be at any level; in fact all levels should be represented. Thus, the library will be named and the area of concentration decided. It will be a subject area which already has been established in that library as a strong collection. The librarian will be asked to submit a bibliography of the 20 "most significant items" in that area as verification.

III. The school librarian along with the Collection Development Committee (CDC) will assess areas of particular interest or strength in given collections of school library media centers. Each library media specialist will be asked to designate that area of the collection upon which they would like to expand *and submit a list of 20 titles already held in that area to demonstrate an existing strength for consideration by the CDC.* The media specialist will then be asked to use the COSER money to build upon that area of the collection. The commitment to build the collection in that area will be for a minimum of three years. The System Office must be notified in writing if a library wishes to change its area of specialization after three years.

The library will receive a written confirmation of the change from the School Library System. The library is committed to the new area of concentration for a minimum of three years.-Schools are expected to use their allotment to purchase materials in their designated areas.

IV. EVALUATION

CCD collections will be evaluated on the basis of collection size, age of materials and according to the desired outcomes and data indicators cited in Part I of this document.

GUIDELINES FOR COOPERATIVE COLLECTION DEVELOPMENT

1. Select one track:
 - Print only
 - eBooks only
 - Print and eBooks
2. For PRINT materials choose a collection strategy:
By Dewey range **OR** By topic: Example: Civil War materials grades K-6

For schools choosing to collect a coordinated collection according to topic, the following criteria will be applied: 1) The collection should have materials involving multiple Dewey numbers; 2) The age of the collection should be appropriately current; 3) All materials proposed for purchase should contain the chosen topic in their cataloging information; 4) All materials proposed for purchase should meet the needs of schools county-wide.

Commitment to build an exemplary, in depth collection for a minimum of three years.

3. For eBooks:
1st year minimum commitment of \$500. 00. In each succeeding year, maintenance of effort of \$100.00 is required in order to maintain access to eBook collection if no additional eBooks are purchased.
There are no specific Dewey ranges assigned for eBooks. However, only non-fiction, informational and reference materials are permitted.

ALL eBooks will be housed on a shared, BOCES shelf. There should be distinct shelves for elementary, middle and high schools, each password protected.

The eBook collection is only open to those buildings actively participating in the eBook track.

4. CCD funds must be used for items which will be eligible for interlibrary loan or the information must be made available by photocopies sent to participating media centers.
5. Up to 25% of the funds may be used to purchase non-circulating reference materials or audiovisual/multimedia resources provided that the resource or information on the materials is made available to other members in the system via ILL, copy, phone, e-mail or fax requests. Materials must be within the library's assigned Dewey range. *Audiovisual/multimedia resources with licensing restrictions preventing sharing among buildings are not eligible for purchase.*

6. The commitment for the subject area concentration is for a minimum of three years. This will allow the appropriate time and funding necessary to develop that section of the collection to a high standard.
7. All CCD participating schools will be allotted a percentage of the funds based on school population to purchase materials for their media centers.

V. Subject areas for development *are* based upon areas selected by the librarians to develop.

List of subject areas for development.

High Schools

Building	Dewey Range	Notes	Begun	Ceased
Nanuet H. S.	Global Studies esp. Latin America			6/02
	340-9 Law		9/02	
	520-9 Astronomy and Allied Sciences		9/02	
	940-49 General History of Europe		9/02	
Nyack H.S.	301-307 Sociology			6/19
	610-619 Medical Science - Medicine		9/19	
North Rockland	700-799 The Arts			
Fieldstone Sec.	550-59 Earth Science	Restructured to Middle School-See below. Materials???		6/12
Pearl River H.S	Astronomy			6/02
	Women's History			6/02
	551.46-551.47 Marine Science			6/11
	320-29 Political Science		9/11	
	570-79 Life Sciences		9/11	
	580-89 Plants		9/11	
	800-809 Literature		9/15	
	810-19 American Lit. in English		9/02	
Tappan Zee HS	973-979 American History			
	330-339 Economics			
	150-159 Psychology		9/02	

Middle Schools

Building	Dewey Range	Notes	Begun	Ceased
A. MacArthur Barr MS	500-89 Pure Sciences			
	780-89 Music		9/02	
	930-39 General History of the Ancient World		9/02	
Nyack MS	973-979 U.S. History			6/02
	820-829 English & Anglo-Saxon Lit.		9/02	
Farley MS	591-599 Wildlife	Bldg. restructured now Farley ES-see below Materials???		6/2012
Haverstraw MS	920-929 Biography	Bldg. restructured now Haverstraw ES-see below Materials???		
Pearl River MS	Folklore			6/00
	150-159 Health/Safety/Medicine		2/15/00	
	170-179 Health /Safety/Medicine		2/15/00	

	360-369 Health/Safety/Medicine		2/15/00	
	370-379 Health/Safety/Medicine		2/15/00	
	610-619 Health/Safety/Medicine		2/15/00	
	790-9 Recreational & Performing Arts		9/07	
S. Orangetown	174			6/03
	305.23-306.89			6/03
	327-327.7304			6/03
	333-333.95			6/03
	361-365			6/03
	574.5			6/03
	577.34			6/03
	591.52			6/03
	615			6/03
	616.8-616.97			6/03
	940.53			6/03
	000-099		9/03	
	600-609		9/03	
	620-699		9/03	
Willow Grove	300-320	Bldg. restructured now Willow Grove ES- see below Materials???		6/12
	350-359			6/12
	380-399			6/12
	900-919 Geography includes States, Countries and Provinces			
Fieldstone MS	591-599 Wildlife		9/13	
	940-989		9/16	

Elementary Schools

Building	Dewey Range	Notes	Begun	Ceased
G.W. Miller ES	550-59 Science of Earth & Other Worlds		9/02	6/11
	580-89 Botanical Sciences		9/02	6/11
	Single Biographies , A-L		9/07	6/11
	595 Other invertebrates	except titles already at Franklin Ave. ES	9/11	6/16
	599.7 Land carnivores	except titles already at Tappan Zee ES	9/11	6/16
	599.8 primates	except titles already at Tappan Zee ES	9/11	6/16
	620-29 Engineering	except titles already at Franklin Ave. ES	9/11	6/16
	780-89		9/16	
Highview ES	150-9 Psychology		9/02	
	300-309 Social Sciences		9/02	6/16
	510-19 Mathematics		9/02	6/16
	980-9 General History of South America		9/02	9/07
	Single Biographies, M-Z		9/07	
	920-29	no single biographies	9/16	
Gerald Neary	750-59 Painting and Paintings	Bldg. Closed Materials???	9/02	
	030-039		9/02	
	420-29		9/02	
	530-39		9/02	
	820-29		9/02	

No. Garnerville	360-9 Social Problems & Services	Bldg. Closed Materials???	9/02	
	780-9 Music		9/02	
Stony Point	130-9 Paranormal Phenomena & Arts		9/02	6/5
	170-9 Ethics (Moral Philosophy)		9/02	6/15
	560-9 Paleontology, Paleozoology		9/02	6/15
	598 Birds		9/02	6/15
	940-9 General History of Europe		9/02	6/15
	591 Specific topics in natural history of animals		6/07	6/15
Thiells ES	380-88 Commerce (Trade)		10/04	6/16
	593 Miscellaneous marine & seashore invertebrates		10/04	6/16
	770-79 Photography & Photographs		10/04	6/16
	960-69 General History of Africa		10/04	6/16
	970-79 General History of North America		9/02	6/16
West Haverstraw ES	520-29 Astronomy & Allied Sciences		9/02	6/15
	720-29 Architecture		9/02	6/15
	410-19 Linguistics		6/07	6/15
	460-69 Spanish language		6/07	6/15
	990-99 General History Pacific Ocean Islands		6/07	6/15
Valley Cottage	370-79 Education		9/07	
	640-49 Home Economics & Family Living		9/02	
	740-9 Drawing, Decorative & Minor Arts		9/02	
Liberty ES	350-9 Public Administration		9/02	6/11
	580-9 Botanical Sciences	except titles already at Miller ES	9/11	
	599.2 Marsupialia & Monotremata	except titles already at Tappan Zee ES	9/11	
	599.3 Miscellaneous Eutheria	except titles already at Tappan Zee ES	9/11	
	599.4 Chiroptera (Bats)	except titles already at Tappan Zee ES	9/11	
	790-9 Recreational & Performing Arts		9/02	
Upper Nyack	594 Mollusca & Molluscoida		9/02	
	597 Pisces (fish)		9/02	
	610-19 Medical Sciences, Medicine		9/02	
Evans Park ES	570-9 Life Sciences		9/02	6/11
	600-609 Technology (Applied Sciences)		9/02	9/07
	320-2329		9/02	6/11
	330-339		9/02	6/11
	340-349		9/02	6/11
	500-9 Natural Sciences	except titles already at Cottage Lane ES	9/11	
	599.5 Cetacea and Sirenia	except titles already at Tappan Zee ES	9/11	
	599.6 Ungulates	except titles already at Tappan Zee ES	9/11	
	810-19 American Literature in English	except titles already at Tappan Zee ES	9/11	
	950-59		9/07	
Franklin Ave.	595 Arthropoda		9/02	6/11
	620-29		9/02	6/11
	910-19 General Geography, Travel		9/02	6/11

	980-89 General History of South America	except titles already at Highview)	9/07	6/11
	550-9 Earth Sciences	except titles already at Miller	9/11	6/17
	Single Biographies, A-L	except titles already at Miller	9/11	6/17
	591	except titles already at Stony Point	9/17	
	598	except titles already at Stony Point	9/17	
	940-49	except titles already at Stony Point	9/17	
Lincoln Ave. ES	630-9 Agriculture & Related Technologies		9/02	6/16
	930-9 General History of Ancient World		9/02	6/16
	570-79	except titles already at Evans Park	9/16	
	600-609	except titles already at Evans Park	9/16	
Cottage Lane	000-009		9/02	6/11
	290-9 Other & Comparative Religions		9/02	6/11
	500-509		9/02	6/11
	920-9 General Biography & Genealogy		9/02	6/11
	330-9 Economics	except titles already at Evans Park ES	9/11	
	800-9 Literature & Rhetoric			
	980-9 General History of South America	except titles already at Franklin Ave. ES	9/11	
Tappan Zee ES	599 Mammals		9/02	6/11
bldg.. closed 6/16	810-19 American Literature in English		9/02	6/11
	320-9 Political Science	except titles already at Evans Park ES	9/11	6/16
	340-9 Law	except titles already at Evans Park ES	9/11	6/16
	350-9 Public Administration & Military Service	except titles already at Liberty ES	9/11	6/16
W.O. Schaefer	390-9 Customs, Etiquette, Folklore		9/02	

Re-assignments following district building restructuring 2012-2013

Building	Dewey Range	Notes	Begun	Ceased
Farley ES	360-69 Social Problems & services		9/13	6/15
	530-9 Physics		9/13	6/15
	780-9 Music		9/13	6/15
	820-9 English Literature		9/13	6/15
Haverstraw ES	920-9 Biography	carry over form middle school status		6/15
	030-039 General encyclopedic works		9/13	6/15
	420-29 English		9/13	6/15
Willow Grove ES	310-20 General Statistics		9/13	6/15
	900-19 Geography includes States, Countries, Provinces	carry over from middle school status		6/15
	750-9 Painting & Paintings		9/13	6/15

VI. WEEDING POLICY

Weeding Policy for COSER Materials Purchased through Rockland BOCES School Library System

This policy will serve as a guideline only for librarians wishing to weed their COSER collection. The librarian is not bound to weed in a given year.

Definition: What is weeding?

“Weeding” is the systematic removal of library materials which are no longer needed.

Why Weed? Libraries will weed to keep collections “up-to-date” and to eliminate materials that are in poor condition.

Criteria: In order to develop a weeding policy based upon professional standards, the liaison reviewed criteria in The Collection Program in Schools by Phyllis J. VanOrden and Weeding Library Collections – II by Stanley J. Slote. This policy will follow the recommendations by Phyllis J. VanOrden.

“Criteria for removal of materials include:

1. Appearance and condition.
2. Poor content: out of date (see table 16.1 for guidelines by date), mediocre writing or presentation, inaccurate or false information, materials not listed in standard works or indexes.
3. Inappropriate for the specific collection: neither circulated nor used for reference during the past five years, unneeded duplicates, interest or reading level inappropriate for students, works in languages not used, materials no longer needed in the curriculum. See table 16.1 for suggestions regarding circulation periods.
4. Age of materials (exceptions are often noted with this criteria): materials ten years old and not listed in standard catalogs; out of date materials (e.g. photographs...show automobiles or fashions from ten years ago) See table 16.1 for further guidelines.” (p.246)

“Table 16.1 Age and Circulation Guidelines (from The Collection Program in Schools by Phyllis J. VanOrden, p. 247-248.)

Dewey Decimal classification	Subject and Format	Age (in years)	Last circulation	Comments
000	General	5	NA	New edition every 5 years
030	Encyclopedias	5-10	NA	
100	Philosophy/ Psychology	10	3-5	
200	Religion	5-10	3-5	Retain balance on controversial subjects.
290	Mythology	10-15	3-5	
300	Social sciences	10-15	5	
310	Almanacs, yearbooks	2-5	NA	Have latest Keep standard works.
398	Folklore	10-15	5	
400	Language Dictionaries	10 NA	3-5 NA	Keep basics. Examine closely anything over 5 years old, except botany and natural history.
500	General	5	3	
600	General	5	3	Most materials outdated 5 years

620	Applied science	5-10	3-5	Retain car manuals. Weed old patterns, keep cookbooks.
640	Home economics	5	3	
700	General	NA	NA	Keep all basic, especially art history, keep catalogues up to date.
745	Crafts	NA	5	Keep well illustrated. Avoid dated techniques, equipment.
770	Photography	5	3	
800	Literature	NA	NA	Keep basic, criticism; discard minor writers; check indexes before discarding.
900	General	15	5	Demand; accuracy. Keep until demand wanes, unless outstanding in content or style as long as they are useful.
920	Biography	NA	3-5	
940	History	15	5	Keep outstanding broad histories.
	Local history			Keep all books, local newspapers, local authors; consider oral history
F	Fiction/Easy	NA	2-5	

Procedure: The system office will notify participating librarians of acquisition dates to consider for weeding (for example any book purchased prior to 1995). Librarians will then apply the criteria above to these materials. **Library materials purchased through the COSER must be returned to BOCES. Books must be labeled with the year of purchase and the criteria code (see below) for removal from the collection.**

CRITERIA CODES

A/C	Appearance and condition
PC	Poor content
IA	Inappropriate
AM	Age of materials

(See section "criteria" above for explanation of the criteria codes.)

Use this form and insert in each weeded book. One slip per book.

COSER BOOK FOR WEEDING

Year of Purchase _____

Please check the criteria code(s) that applies and attach this to the book.

<i>A/C</i>	<i>Appearance and condition</i>
<i>PC</i>	<i>Poor Content</i>
<i>IA</i>	<i>Inappropriate</i>
<i>AM</i>	<i>Age of materials</i>

Section 8

MEMBER LIBRARIES

Clarkstown CSD

Bardonia ES
Birchwood School
Lakewood ES
Laurel Plains ES
Link ES
Little Tor ES
New City ES
Strawtown ES
West Nyack ES
Woodglen ES
Felix Festa MS
Clarkstown HS North
Clarkstown HS South

East Ramapo CSD

Early Childhood Center
Eldorado ES
Elmwood ES
Fleetwood ES
Grandview ES
Hempstead ES
Kakiat STEAM Academy
Lime Kiln ES
Margetts ES
Summit Park ES
Chestnut Ridge MS
Pomona MS
Ramapo HS
Spring Valley HS

Nanuet UFSD

George Miller ES
Highview ES
A. MacArthur Barr MS
Nanuet HS

North Rockland CSD

Stony Point ES
Thiels ES
West Haverstraw ES
Haverstraw ES

North Rockland CSD (continued)

James A. Farley ES
Willow Grove ES
Fieldstone MS
North Rockland HS

Nyack UFSD

Liberty ES
Upper Nyack ES
Valley Cottage ES
Nyack MS
Nyack HS

Pearl River UFSD

Evans Park ES
Franklin Ave. ES
Lincoln Ave. ES
Pearl River MS
Pearl River HS

Suffern CSD

Cherry Lane ES
Montebello ES
R.P. Connor ES
Sloatsburg ES
Viola ES
Suffern MS
Suffern HS

South Orangetown CSD

Cottage Lane ES
Wm. O. Schaefer ES
South Orangetown MS
Tappan Zee HS

Non-Public Schools

Adolph Schreiber Hebrew Academy
Albertus Magnus HS
Green Meadow Waldorf School
St. Paul's School (Valley Cottage)