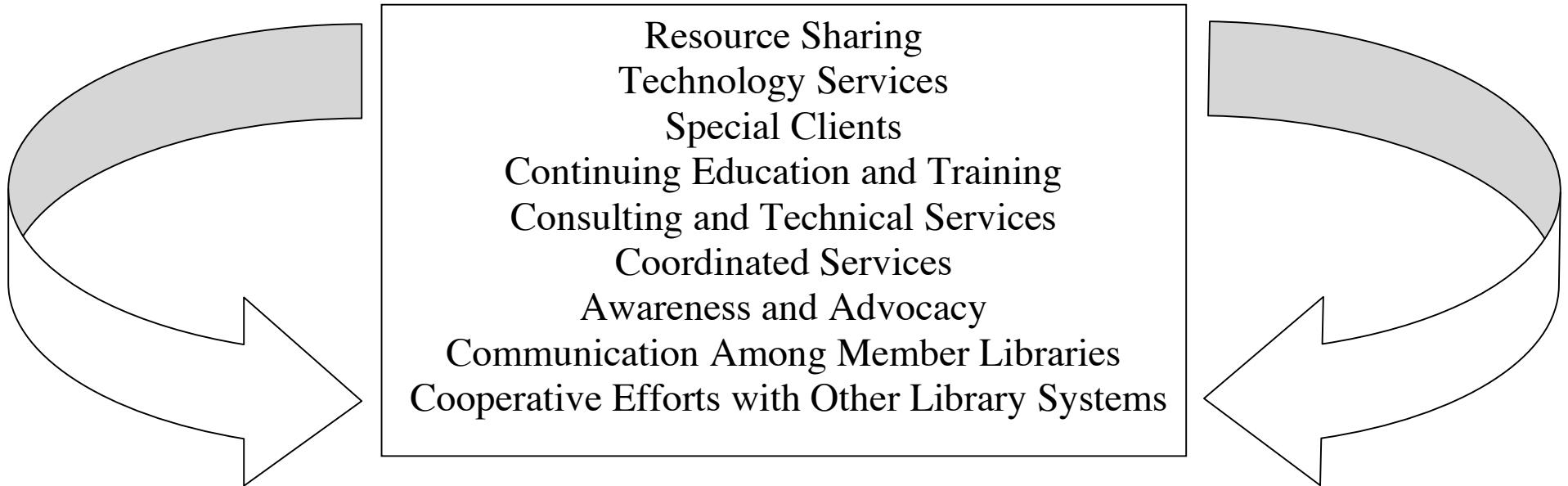




**Erie 2-Chautauqua-Cattaraugus BOCES  
School Library System  
Nine Elements of the Five Year Plan of Service  
July 1, 2006 – June 30, 2011**



Submitted to SED/Department of Library Development - April 10, 2006, pending SED approval.  
Corrections Completed June 28, 2006 per recommendations of SED, pending SED approval.

## **Element 1: Resource Sharing**

(Timeline Section YR1=(2006-2007), YR2=(2007-2008), YR3=(2008-2009), YR4=(2009-2010), YR5=(2010-2011))

<b>Resource Sharing</b>	<b><u>Goal Statement</u></b>	<b><u>Intended Results</u></b>	<b><u>Timeline</u></b> <b><u>1 2 3 4 5</u></b>	<b><u>Evaluation Methods</u></b>
	<b>Cooperative Collection Development</b> Facilitate the expansion of cooperative collection development. CCD Plan – The current plan will be revised and improved as needed to enhance resource sharing within our SLS and the WNY Region.	Increase participation in the cooperative collection co-ser and CCD plan through publicity and communication to LMSs.	<b>X X X X X</b>	Review numbers of libraries participating via survey.
	<b>Interlibrary Loan</b> Maintain a fully electronic interlibrary loan want list.	Advance the concept of timely delivery of materials by maintaining oversight and continue to encourage usage of interlibrary loan.	<b>X X X X X</b>	Review and discuss monthly and annual ILL reports with Council and Liaisons to improve methods of participation.
	<b>Delivery</b> Maintain daily solid delivery to all library media centers.	Provide resources and materials needed to all library media centers.	<b>X X X X X</b>	Provide delivery schedule to member districts.

## Element 2: Technology Services

(Timeline Section YR1=(2006-2007), YR2=(2007-2008), YR3=(2008-2009), YR4=(2009-2010), YR5=(2010-2011))

<b>Technology Services</b>	<u>Goal Statement</u>	<u>Intended Results</u>	<u>Timeline</u>	<u>Evaluation Methods</u>
	Develop and support programs for online resources.	Expand utilization of online resources.	X X X X X	Distribute and review usage statistics with member libraries.
	Pilot technology research and development projects.	Provide opportunities to use technologies that will assist students in the development of their skills and abilities. Increase level of awareness and usage for member libraries in the area of technology advances.	X X X X X	Track and count the participation and opportunities for projects.
	<b>Union List of Serials</b> Continue to update and maintain the union list of serials.	Maintain web access to the union list of serials.	X X X X X	Survey members during annual SLS review about usage to determine value of service.
	<b>Union Catalog</b> Maintain and update a regional school library system union catalog with point-to-point delivery of materials. Erie 1 BOCES SLS is the provider of the automation co-ser to oversee the regional union catalog. Non-co-ser library media centers will be included in the regional catalog via E2CC BOCES SLS providing the coordination of exports from their individual catalogs to Erie 1 BOCES SLS.	Point-to-point ILL in the region to expedite the delivery of material. Provide resources and materials needed to all library media centers.	X X X X X	Measured by monthly ILL reports provided by member districts.
	<b>Integrated Library System</b> Participate in the development of changes for the regional library automation co-ser with the resource sharing needs and goals of Western New York SLSs. Encourage participation in the Virtual Union Catalog. WNYlibraries.org	Develop and update common ILL form electronically tied to the regional union catalog. Coordinated union catalog maintenance for the E2CC BOCES SLS non-co-ser library media centers. Increase ILL between WNY SLS region.	X X X X X	Gather usage statistics and track requests via the catalog from member libraries.
	Increase member libraries knowledge base about digital copyright issues.	Improve awareness of copyright issues with electronic media.	X X X X X	Evaluate results of workshops/listserv communication to determine member libraries comfort level.

### Element 3: Special Clients

(Timeline Section YR1=(2006-2007), YR2=(2007-2008), YR3=(2008-2009), YR4=(2009-2010), YR5=(2010-2011))

	<u>Goal Statement</u>	<u>Intended Results</u>	<u>Timeline</u>	<u>Evaluation Methods</u>
<b>Special Clients</b>	<p><b>Need-based Service</b> Provide support library services in meeting the needs of special clients which focuses on students with disabilities.</p>	<p>Serve the identified clients to support their educational needs by providing higher levels of service due to the SLMS increased awareness of resources and services available to and strategies for working with students who have ADD/ADHD, reading disabilities, visually impaired disabilities, hearing impaired disabilities, and severe disabilities.</p>	X X X X X	<p>Establish an assessment tool that library media centers can use to determine success in meeting client needs.</p>
	<p><b>Resources</b> Provide resources that library media centers can use.</p>	<p>Deliver need-based services for clients.</p>	X X X X X	<p>Measure the usage of library media centers by special clients in annual member survey.</p>
	<p><b>Professional Development</b> Incorporate in-service workshops to include the needs of special clients.</p>	<p>Inform library media specialists of the services available. Expand services in our library media centers to assist all types of clients.</p>	X X X X X	<p>Evaluate results of workshops and report number of participants.</p>

## Element 4: Continuing Education and Training

(Timeline Section YR1=(2006-2007), YR2=(2007-2008), YR3=(2008-2009), YR4=(2009-2010), YR5=(2010-2011))

<b>Continuing Education and Training</b>	<b><u>Goal Statement</u></b>	<b><u>Intended Results</u></b>	<b><u>Timeline</u></b>	<b><u>Evaluation Methods</u></b>
	Provide regional staff development.	Enhance abilities of the library media specialists.	X X X X X	Conduct an annual electronic needs-based survey.
	Identify "Best Practices" of member libraries in the E2CC BOCES SLS.	Compile samples of "Best Practices" and make them available in an electronic format to member libraries.	X X X X X	Collect data on the number of participating member libraries.
	Investigate grant resources to provide training.	Provide quality training to expand the library media specialist's abilities to support the global community.	X X X X X	Measure number of trainings and level of participation by member libraries.

## Element 5: Consulting and Technical Services

(Timeline Section YR1=(2006-2007), YR2=(2007-2008), YR3=(2008-2009), YR4=(2009-2010), YR5=(2010-2011))

<b>Consulting and Technical Services</b>	<b><u>Goal Statement</u></b>	<b><u>Intended Results</u></b>	<b><u>Timeline</u></b>	<b><u>Evaluation Methods</u></b>
	Provide assistance with grant writing.	Enhance the funding resources of member libraries.	X X X X X	Track number of assistance sessions and successful funded grants.
	Identify issues with curriculum and collaboration for member libraries.	Promote awareness of studies and literature that support the role of the library media specialist as an instructor.	X X X X X	Report to member libraries on a regular basis as materials become available.
	Investigate no fee or low cost goods and services that can benefit member libraries programs.	Provide specific information on said goods and services to support member libraries programs.	X X X X X	Measure number of no fee or low cost opportunities provided.

## **Element 6: Coordinated Services**

(Timeline Section YR1=(2006-2007), YR2=(2007-2008), YR3=(2008-2009), YR4=(2009-2010), YR5=(2010-2011))

<b>Coordinated Services</b>	<b><u>Goal Statement</u></b>	<b><u>Intended Results</u></b>	<b><u>Timeline</u></b>	<b><u>Evaluation Methods</u></b>
	Coordinate stipend online database program as budget permits.	Enhance and support the online resources provided to member libraries.	X X X X X	Track number of participants and statistical usage of services.
	Identify curriculum materials and services that meet information literacy standards for member libraries and negotiate reasonable pricing.	Create opportunities to purchase said materials and services.	X X X X X	Report to member libraries on a regular basis as materials become available.

## **Element 7: Awareness and Advocacy**

(Timeline Section YR1=(2006-2007), YR2=(2007-2008), YR3=(2008-2009), YR4=(2009-2010), YR5=(2010-2011))

<b>Awareness and Advocacy</b>	<b><u>Goal Statement</u></b>	<b><u>Intended Results</u></b>	<b><u>Timeline</u></b>	<b><u>Evaluation Methods</u></b>
	Promote awareness of issues and trends in the field of library services.	Strengthen abilities of the library media specialists.	X X X X X	Survey member libraries about issues and trends to determine needs.
	Communicate best practices.	Identify global best practices to use as benchmarks for services that library media specialists provide.	X X X X X	Promote best practices via communications of the SLS web site, listserv, and professional development opportunities.
	Advocate for the role of the library media specialist in the education community.	Recognize Library Media Specialists as key participants in the education community.	X X X X X	Track number of presentations and communications.
	Promote participation by member libraries in advocacy efforts.	Member libraries will have the ability to communicate the issues and needs of library media centers to stake holders.	X X X X X	Track number of communications via SLS web site, listserv, and mailings.

## Element 8: Communication Among Member Libraries

(Timeline Section YR1=(2006-2007), YR2=(2007-2008), YR3=(2008-2009), YR4=(2009-2010), YR5=(2010-2011))

Communication Among Member Libraries	<u>Goal Statement</u>	<u>Intended Results</u>	<u>Timeline</u>	<u>Evaluation Methods</u>
	Promote use of the listserv.	Timely delivery of information.	X X X X X	Conduct an annual electronic needs-based survey of listserv use.
	Expand and maintain the SLS web site.	SLS web site is the portal for library media services.	X X X X X	Survey member libraries about web site use and improvement.
	Increase informal opportunities for information exchange.	Advance key elements of the library media center program.	X X X X X	Measure level of participation of member libraries by attendance and exchange of information.
	Update, prepare, and distribute member plans to member libraries.	Collate data collected and share with member libraries.	X X	Review number of member libraries participating.

## Element 9: Cooperative Efforts with Other Library Systems

(Timeline Section YR1=(2006-2007), YR2=(2007-2008), YR3=(2008-2009), YR4=(2009-2010), YR5=(2010-2011))

<b>Cooperative Efforts with Other Library Systems</b>	<b><u>Goal Statement</u></b>	<b><u>Intended Results</u></b>	<b><u>Timeline</u></b>	<b><u>Evaluation Methods</u></b>
	Partner with WNY SLSs, Teacher Centers, other BOCES departments, regional education organizations, WNY public and academic libraries and institutions to expand professional development opportunities.	Create solid partnerships for the benefit of student achievement.	X X X X X	Report number of partnerships in annual report.
	Attend workshops and conferences.	Educate library media specialists in current trends and opportunities.	X X X X X	Track attendance at events and communications that follow to member libraries.
	Expand opportunities beyond traditional partnerships.	Create new opportunities to expand support of library media programs to achieve success for our students.	X X X X X	Review number of partnerships each year via annual survey.