

Falmouth Public Schools

Library Media

Strategic Plan



2008-2010

Description of the Plan's Methodology and Development

During the 2004-2005 school year, a system-wide long range-planning group began meeting. This group was made up of invited community individuals who were identified as having both interest and knowledge about school libraries. They spent time familiarizing themselves with the larger context of national, state, regional, and local standards. The group developed needs surveys for each school and discussed goals and objectives for the final planning document. Simultaneously, the district library media staff used professional development time to finalize vision and mission statements, develop community and local school profiles, analyze survey results, assess needs, and consider goals and objectives. The system-wide committee presented to the Superintendent of Schools for approval in September 2005.

At the beginning of the 2007-2008 school year, the library staff met to review the Long Range Plan. They updated school descriptions and revised goals, activities and timelines. The updated plan was presented to the School Committee in May 2008.

Community Profile

The Town of Falmouth, MA, founded in 1686, lies 72 miles southeast of Boston in Barnstable County on Cape Cod. Falmouth consists of about 44 square miles bounded on two sides by large bodies of water: Buzzards Bay to the west, Vineyard and Nantucket Sounds to the south, and by the towns of Bourne, Sandwich, and Mashpee to the north and east. The town contains eight villages: Falmouth, East Falmouth, West Falmouth, North Falmouth, Hatchville, Teaticket, Waquoit, and Woods Hole.

Traditionally Falmouth is a diverse community including Portuguese, Cape Verdean, French, Irish, and Italian Americans. The winter population doubles in summer due to the influx of tourists and summer residents. The town government consists of a Board of Selectmen, Town Manager, and a Representative Town Meeting. The town's economic base rests on a strong retail and service sector. Supplementing this is a growing industrial component centered on printing, lumberyards, and construction and including scientific and other high tech industries. A 166-acre industrial park contributes to the expanding industrial diversity. Oceanographic and marine research institutions are also year-round employers. In addition, Falmouth has a large Coast Guard base.

The Falmouth Public Schools serve approximately 3900 students and consist of 7 separate buildings: one high school, grades 9-12; one junior high, grades 7 and 8; one middle school, grades 5 and 6; and four elementary schools, pre-Kindergarten through grade 4. The elementary schools offer an extended day programs.

Vision and Mission Statements

Vision

To inspire students to read for pleasure, information, and ideas and to teach the information literacy skills that encourage life-long learning and responsible citizenship.

Mission

The mission of the library teachers of the Falmouth Public Schools is to:

- foster a love of reading and encourage appreciation of good literature
- reinforce the district's curricula through programs and carefully managed resource collections
- collaborate with subject teachers to plan and implement instructional units based on the Massachusetts Curriculum Frameworks.
- help students and staff to identify, locate, use, and evaluate information from a full range of resources, both print and electronic, following the BIG 6™ Research Process Model
- promote information literacy

PROFILES AND CURRENT STATUS

The **Falmouth High School Library Media Center** (LMC) serves approximately 1000 students in grades 9 through 12. The staff consists of one full time library teacher, one full time library media specialist, one library technician (32 hours weekly), and one media technician (30 hours weekly). Volunteers from the community also help to keep the LMC running smoothly. The facility is open from 7:15am to 2:30pm Monday and Friday, 7:15am to 3:30pm Tuesday, and 7:15am to 4:30pm Wednesday and Thursday. Students may visit the library without a pass before and after school. During the school day, a student may access the library through a 30-minute pass from academic support or a full period pass from a subject teacher.

The LMC is a multi-purpose facility presenting a wide range of print, electronic, and audiovisual materials. Approximately 26,000 items are available, including 24,000 print volumes and 3000 videocassette programs. The average age of the print collection is 1975 and the average titles per student is 19.2. In addition, the LMC is a member of SEMLS, which provides electronic databases including eLibrary, Gale Group, and Newsbank. Other available information formats consist of selected subject magazines, newspapers, audiotapes, and CD-ROMs. All the Falmouth Schools LMCs have a library web page linked to the Falmouth Public Schools home page. The catalog and circulation system is fully automated by Follett's Circulation and Catalog Plus and the collection at Falmouth High School is available on the Internet via the LMC's web page. Students wishing to access the Internet must display their student ID card with the indication that they have signed the Internet Acceptable Use Policy.

Audiovisual projection equipment and lamination services are also provided by the LMC. An adjunct to the LMC is a two-camera television studio with a master control room that supports the television production program at FHS. In addition, a video-editing lab with six linear and nonlinear workstations is available to enhance the creative development of media resources by students and teachers. There is access to camcorders and software/hardware production tools for multimedia presentations in support of classroom goals.

The LMC schedule is flexible with teachers signing up to bring in their classes for orientation, various cooperatively planned research projects, and instruction in the use of the databases and other research tools, both print and electronic. The LMC promotes the development of information literacy skills, including the Big Six™ research process model and the Modern Language Association (MLA) format for documentation of sources. A computerized station library classroom is available for collaborative research projects with subject teachers, and a 5-station computer alcove is open throughout the day. The current print budget is \$6,150. At FHS, as in all other Falmouth public schools, faculty can arrange to receive the services of the center and its staff through written or verbal requests and discussion with the center professionals. Teachers visit during their prep periods, lunch, and before and after school.

The **Lawrence School Library Media Center** serves approximately 600 students in grades 7 and 8. It is staffed by a full time certified library teacher and a full time library technician aide. The LMC schedule is similar to that of the high school, fully flexible with teachers signing up as needed for orientation and instruction. Individual students may access the LMC daily from study hall or class with a pass from a teacher or without a pass during homeroom and after school one day a week.

The collection, developed to support the curriculum and foster a love of reading, consists of about 13,000 items, including books, periodicals, reference material, videos in VHS and DVD format, and other AV. The average age of the print collection is 1987 and the average titles per student is 20. As in all Falmouth Public Schools, the LMC is automated through the Follett Circulation Plus/Catalog Plus system.

The LMC is a multi-purpose facility with a full computer lab with 24 computers available to students. Subject teachers may choose to access the computer lab only for research purposes or reserve the entire LMC for a

collaborative lesson with the library teacher or to check out books. Scheduling priority is given to library lessons. On an average day there are two or three classes in the LMC during each period, along with individual students who come with a pass to work independently. There are three computers used by library staff, including the one on the circulation desk and one computer available for faculty use. All access the OPAC, electronic resources including the state databases, and the World Wide Web. The Lawrence LMC print budget for 2008 is \$3,000.

Morse Pond School, Falmouth's middle school, serves approximately 600 students in grades five and six. Students from the four elementary schools come together for the first time here. The schedule switches to a six-day schedule at this level and this continues right through high school. The Library Media Center staff consists of a full time certified library teacher and a full time library aide.

The collection has been developed to support the curriculum and foster a love of reading. There are over 16,500 items in the collection, the average age is 1985 and the titles per student is 42.8. Although the Falmouth Public School District supports the philosophy of flexible library scheduling, there is no flexible scheduling at Morse Pond. All classes have a 40-minute scheduled time once every six days. This time is a preparation period for the classroom teachers so the teachers do not accompany their classes to the LMC. During their class, students check out books or magazines and have a lesson that uses the Massachusetts Curriculum Frameworks as a basis. Lessons are also prepared at the request of the classroom teacher. Scheduled classes begin at 9:20 but students are welcome at anytime during the day from 8:00-2:45 to check out books. Students get regular access to the library media center during their scheduled class time or come individually or in small groups as their teachers permit. Teachers access the services of the library media center and the library teacher by written or verbal requests.

Technology is integrated into the library media program in a number of different ways. Students are taught how to access the library media center's OPAC using the Internet. The path involves the library media center's web page. Students do small research projects using both the OPAC, the Internet and the library databases with the library teacher. A SMARTBoard is also integrated into lessons and small group work as frequently as possible. Morse Pond has 7 computers stations for students, plus a library staff work station for circulation. All are connected to the World Wide Web and have links to the OPAC and the state data bases. The budget for the school library media print materials is \$3500.

The **East Falmouth Elementary School Library Media Center** serves approximately 330 students from preschool through grade 4. It is managed by a certified library teacher. Volunteers from the community help with clerical operations such as running the circulation desk and shelving books. The collection, developed to support the curriculum and foster a love of reading, contains over 14,000 items including books, periodicals, reference materials, videos and other AV, and a resource collection for parents and professional staff. The average age of the collection is 1989 and the titles per student is 43. The print budget is \$3,360. The library has six computers: four are available for students and teachers to access the OPAC and Internet, one serves the circulation desk. All computers have access to the OPAC, state databases, and the Internet. The library runs on a fixed/ flexible schedule that allows both regular weekly visits by all, as well as short term periods of extended research as needed. All students visit the library as prep coverage on a scheduled weekly basis for book exchange, story time, or instruction on library and research skills. Students may also access the library throughout the day on an individual or small group basis as required by the classroom teachers. All classes are expected to do a Big 6™ research project.

The Library Media Program at **Mullen-Hall School** consists of weekly visits for all students in all classes. The LMC is staffed by one full time certified library teacher, one library aide and parent/community volunteers. The schedule is flexibly fixed, meaning that each class has a scheduled time to visit which serves as prep coverage, common planning time coverage or lessons during which teacher is present and involved. The times for the

latter classes may change as required by needs of classes that want extra blocks of time. The library staff and technology staff collaborate on activities throughout the year. In addition teachers are encouraged to schedule extra time for individual, small groups, or whole class visits. Several times a year, there are special programs to promote reading and literacy. Caldecott Medal awards are highlighted in January. Some form of school-wide reading program to match Read Across America is done in March. April is devoted to poetry, with special programs as the schedule allows.

The Mullen Hall media center is open before and during school hours for the school population of about 477 students. They may visit alone, with a small group, or with their class on a weekly visit. Our catalog and circulation system is fully automated and library patrons use OPACS to find books and materials. Currently, there are over 11,000 titles in the collection whose average age is 1986 and titles per student is 22.1. Internet access is available from all six library computers and students will use it in individual lessons or for research projects. The print budget is \$ 5,100.

The **North Falmouth Elementary School Library Media Center** serves approximately 400 students in grades pre-Kindergarten to four. A full time certified library teacher staffs the library with help from parent volunteers. The library is open during regular school hours. The Library Media Center shares some of its space with the speech pathologist who works in the former library office with small groups of students. In area that is separated from the main library by a partial baffle there are two microcomputer stations where two staff members can work privately.

Library patrons have access to four computer workstations that are dedicated to the Follett automated catalog system, state databases, and Internet access. Currently the library catalog is not networked to the classrooms. The LMC has a website accessible as a link from the Falmouth Public Schools website. All students visit the library for one scheduled time each week. Most classes have time set aside that is flexible as to length as required by the classroom teacher for the lesson at hand. Several classes are regularly scheduled as prep coverage. The library teacher collaborates with the technology assistant and gifted and talented teacher on various activities for the upper grades. Most planning for use of time in the library is initiated by the library teacher by way of e-mail, in-school mailboxes, or conversations in the halls.

The collection includes approximately 11,000 items in various formats. The average age of the collection is 1987 and the number of titles per student is 27.6. The library media center's budget covers materials and supplies used at the library media center. There is an art appreciation collection of about 30 items. New materials are chosen to complement classroom instruction in the subject areas to match the state and local standards. and Award-winning fiction and picture books round out the collection. The print budget averages about \$4,000 in recent years.

The **Teaticket Elementary School Library** serves around 360 students. All classes come in as prep coverage for a scheduled library class every week. All classes receive a lesson and/or story time and select books. In addition to these regularly scheduled times, research blocks are available to teachers from 30-60 minutes weekly on a sign-up basis. This system comprises a sort of fixed- flexible schedule.

Teaticket's LMC contains 8113 volumes consisting of both fiction and nonfiction and an extensive video collection of approximately 240 titles. The average age of the collection is 1990 with 21.2 titles per student. The library is fully automated with four computers that serve as OPACs. They are all connected to the Internet and the children use them for research as well. Students have been trained in the use of the OPACs and research using the Big 6™ research process. We have one full-time certified library teacher and parent/community volunteers who help with shelving and story time. The library teacher works collaboratively with the class teachers to plan research projects and develop curriculum based on the Massachusetts Curriculum Frameworks. The print budget is \$4,400.

Needs Assessment

Falmouth is fortunate to enjoy several of the positive conditions cited in the recent series of state studies evaluating the impact of School Library Media Centers on student achievement. These identified best practices are:

- A LMC in every school
- High ratio of books per pupil. The recommended standard is 20 titles per student and we average 23 titles per student.
- The standard for the age of the collection is that 70% should have a copyright less than 10 years old. We do not have that specific statistic, but the average age of our collection is 1985. Our collection needs to be updated.
- Certified full-time professional staff in every LMC. The recommended standard is 1 full-time, certified library teacher for every 500 students and one full-time support staff for every 500 students. We meet this standard.
- Steady and consistent funding. The recommended guideline is .5% of the district's per pupil. Each school has budget line items; however, there are inconsistencies in the amount funded across the district.
- Networked information technology. Every library has old computers that should be updated. The High School and Lawrence Schools meet the recommendation of enough computers for a class. The elementary schools should have between 7-10 computers in the library. Most elementary libraries have 1 circulation computer and 2-4 patron stations.
- Fixed scheduling at the Pre-6 level; full flexible scheduling at grades 7-12. There should be more flexible scheduling in the lower grades but prep coverage makes this difficult.
- Some cooperative instructional planning with subject teachers with no mechanism for collaboration
- Each library has a website but they have not been updated recently.

Goal 1: To provide a collection of resources in all formats, with the necessary equipment, to support the requirements of the Massachusetts Curriculum Frameworks, the district curriculum and the varied interests and literacy needs of the students.

Strategy	Measurement	Timeline
1.1 Analyze the collection a. Survey the current collection for correlation with the Frameworks and district curriculum b. Identify areas of weakness c. Target purchases d. Determine district routine to weed and conduct inventory	1.1 Updated collection with more recent average age	1.1 ongoing
1.2 Update technology in the LMCs	1.2 New equipment in every library	1.2 SY 2008-2009
1.3 Investigate the inclusion of electronic resources in collection; i.e., audio books, ebooks, mp3s	1.3 2 electronic resources included in every collection	1.3 SY 2009-2010

Goal 2: To strengthen the collaboration between classroom teachers and library teachers.

Strategy	Measurement	Timeline
2.1 Involve Library Teachers in grade-level meetings	2.1 Library teachers included in one grade-level meeting per grade	2.1 SY 2008-2009
2.2 Involve Library Teachers in curriculum committees	2.2 One Library Teacher included on every district curriculum committee	2.2 SY 2008-2009
2.3 Develop wikis for each library to use as a collaboration tool with classroom teachers	2.3 One wiki established for each LMC	2.3 SY 2009-2010
2.4 Improve collaboration between Library Teachers and Technology Aides	2.4 Two combined meetings throughout the year for the two departments	2.4 ongoing
2.5 Implement one Big 6 research project at each grade	2.5 Big 6 research project written into each grade's curriculum	2.5 SY 2009-2010

Goal 3: To raise awareness on the importance of libraries in schools.

Strategy	Measurement	Timeline
3.1 Continue reading incentive programs at each school	3.1 Each school library runs one incentive program annually	3.1 ongoing
3.2 Update library websites	3.2 Updated webpages	3.2 SY 2008-2009
3.3 Make presentations at staff meetings and school committee meetings	3.3 Present on one staff meeting agenda annually	3.3 ongoing
3.4 Host a district event	3.4 Event scheduled with attendance by community	3.4 SY 2008-2009

Goal 4: To review and update our K-12 Information Literacy Curriculum with new national and state standards.

Strategy	Measurement	Timeline
4.1 Align current curriculum during department meetings with national and state standards	4.1 New curriculum articulated K-12	4.1 SY 2008-2009