

New York City School Library System

FIVE-YEAR LIBRARY SYSTEM PLAN OF SERVICE

(School Library System)

SECTION 1 - GENERAL INFORMATION

July 1, 2006 - June 30, 2011

1.1	Name of System	New York City School Library System
1.2	Street Address	52 Chambers Street, Room 213
1.3	City	New York
1.4	Zip Code	10007
1.5	Four Digit Zip Code Extension	1222
1.6	Telephone Number (enter 10 digits only)	(212) 374-0328
1.7	Fax Number (enter 10 digits only)	(212) 374-5760
1.8	E-Mail Address of the System Director	bstripling@nycboe.net
1.9	System Home Page	http://schools.nyc.gov/Offices/TeachLearn/OfficeCurriculumProfessionalDevelopment/SchoolLibrarySystem/default.htm
1.10	Date of Establishment	7/1/1985
1.13	Square Mileage of System Service Area	304
1.14	Population of System Service Area	N/A
1.15	Type of System	SLS

SECTION 2 - SYSTEM GOVERNANCE BYLAWS

2.1	URL of Current Governing Bylaws	http://schools.nyc.gov/NR/rdonlyres/14DA6156-2290-4D3E-90E4-715B4612E740/12809/NYCSchoolLibrarySystemCouncilByLawsrevised806.doc
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APPOINTMENT/ELECTION OF BOARD/COUNCIL

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

ADVISORY GROUPS

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

	a. Director's Advisory Council	0
	b. Member Advisory Council	1
	f. Co-ser Advisory Committee	0
	g. Other (specify using the State note)	0

SECTION 3 - MEMBER SERVICES LIST OF MEMBERS

3.1	URL of Current List of Members	http://schools.nyc.gov/NR/rdonlyres/1EA9E450-E21F-4360-B958-6C6A301D16A0/12784/Allschools.pdf
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3.4	Does the school library system provide different levels of service to its member libraries? Indicate Y for Yes, N for No. If Yes, complete one repeating group for each level of service. Identify the level and describe the service(s) provided at that level. BOCES-based school library systems should include administered cooperative services plans (Co-sers). If No, enter N/A.	N/A
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1.	Level of Service and Service(s) Provided	N/A
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SECTION 4 - PLANNING

NEEDS ASSESSMENT AND DEVELOPMENT OF THE PLAN

4.1	Describe the process used to assess member needs in the development of the system's Plan of Service	<p>Member needs were assessed through several different methods:</p> <ol style="list-style-type: none"> 1. Member plans submitted during the current Plan of Service cycle were analyzed. 2. A system wide, online needs assessment was conducted in the spring of 2004, which involved a survey filled out by librarians and an abbreviated survey filled out by principals. 3. A Library Advisory Committee has met 4 times a year since its inception in January 2005. 4. The Library Directors have assessed needs in their regular site visits to schools. 5. The Regional Library Representatives meet monthly with the Office of Library Services and regularly reflect on the needs of the field.
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4.2	Identify the groups involved in development of the Plan of Service and each group's role.	<p>Library Advisory Committee -- identification of needs of field and development of strategic plans for the Office Library Services.</p> <p>Office of Library Services -- regular analysis of the overall needs of the librarians throughout the system and reflection on programmatic solutions that can be offered by the Office of Library Services.</p> <p>Regional Library Representatives -- monthly meetings with Office of Library Services to share needs of librarians in each region and to develop common initiatives and services that can be offered throughout the City.</p> <p>Library Council subcommittee -- A subcommittee of the Library Council has met regularly throughout the year to develop the Plan of Service.</p> <p>Library Council -- the full Council has discussed, revised, and approved portions of the Plan of Service in each meeting this year.</p>
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4.6	URL of the system's Member Plan (2006-2011)	http://schools.nyc.gov/NR/rdonlyres/14DA6156-2290-4D3E-90E4-715B4612E740/12810/MemberPlan20062011QuestionnaireRev806.doc
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APPROVAL OF THE PLAN

4.7	Briefly describe the process for approval of the Plan of Service. School library systems must include the Council's role in the approval.	The Plan of Service has been discussed, revised, and portions approved at each Library Council meeting this year. The final plan was approved at the meeting on March 17, 2006.
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EVALUATION

4.8	Briefly describe the information that will be collected to evaluate whether or not the system achieved the intended results of the plan.	<p>The evaluative information that will be collected includes:</p> <ul style="list-style-type: none"> -- Evaluation surveys/rubrics of special programs (CCD, professional development workshops, conferences) -- Statistics (number of participants, level of participation, number of libraries with automation systems) -- Member plans from member libraries -- Site visit logs of Library Directors -- Documentation of presentations to various constituencies, advisory meeting notes, analysis of list serve issues -- Formal reflection by Regional Library Representatives -- Annual member survey
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Evaluation continued

4.9	Briefly describe the methods that will be used to determine whether the system’s customers were satisfied with the system’s services.	<p>The same instruments will largely be used to determine the satisfaction level of member libraries:</p> <ul style="list-style-type: none"> -- Evaluation surveys/rubrics of special programs (CCD, professional development workshops, conferences) -- Statistics (number of participants, level of participation, number of libraries with automation systems) (Our thinking is that the more satisfaction, the higher the participation.) -- Member plans from member libraries -- Site visit logs of Library Directors -- Documentation of reactions to presentations to various constituencies, advisory meeting notes, analysis of list serve issues -- Formal reflection by Regional Library Representatives
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4.10	Briefly describe how the information on customer satisfaction will be used to shape the system’s plan in the next year or in the following planning cycle.	<p>The Directors in the Office of Library Services meet at least twice a year to do strategic planning. The next all-day planning meeting is in June. No program is automatically renewed for the next year. Each program is assessed in terms of its effectiveness in moving us to our vision and in building a culture of positive change throughout the system.</p>
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REVISION PROCESS

4.11	Briefly describe the process for revising the system’s Plan of Service for submission to the New York Education Department/New York State Library	<p>Revision of the Plan of Service has been an ongoing process. We divided the Plan into sections. For each section, we assessed needs, created a draft in subcommittee, and revised as appropriate. At the last meeting of the full Council, we looked at the draft as a whole and made revisions based on the full document.</p>
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SECTION 5 - GOALS/RESULTS

5.1	The Library System’s Mission Statement (see instructions for definition) Minimum Requirement for questions 5.2 though 5.23 - complete one repeating group for each topic of every element.	<p>The mission of the New York City School Library System is to provoke and support the development of libraries that foster communities of inquiry and literacy, lead to high academic achievement, catalyze independent reading and learning, and enhance collaboration throughout the school.</p>
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Element I – RESOURCE SHARING**5.2 Cooperative Collection Development**

1.	Goal Statement	Students have access to resources for in-depth learning through CCD special collections.
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1
3.	Intended Result(s)	Increased use of CCD collections by 25%. Increased quality of CCD collections. 100% of CCD collections automated
4.	Evaluation Method(s)	Annual CCD evaluation survey. Annual survey of members.

5.3 Element I - RESOURCE SHARING**Delivery**

1.	Goal Statement	A delivery system enhances students' point-of-need access to resources.
2a.	Year 1	0
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1
3.	Intended Result(s)	Increased inter-school sharing of materials by 10%.
4.	Evaluation Method(s)	Self-reported statistics.

5.4 Element I - RESOURCE SHARING**Interlibrary Loan**

1.	Goal Statement	Equity of access is enhanced through interlibrary loan.
2a.	Year 1	0
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1
3.	Intended Result(s)	50% increased usage of interlibrary loan by end of 5 years
4.	Evaluation Method(s)	Statistics collected by Office of Library Services. Annual survey of members.

5.5 Element I - RESOURCE SHARING

Other (optional)

1.	Topic	Collaboration with Public Library Systems
2.	Goal Statement	Community resources will be built upon to provide access to resources for in-depth learning.
3a.	Year 1	1
3b.	Year 2	1
3c.	Year 3	1
3d.	Year 4	1
3e.	Year 5	1
4.	Intended Result(s)	Increased collaboration among public librarians, classroom teachers, and school librarians.
5.	Evaluation Method(s)	Anecdotal records will be analyzed. Annual survey of members.

Other (optional)

1.	Topic	Web-Based Access to Resources
2.	Goal Statement	Libraries provide Web-based access to library resources
3a.	Year 1	1
3b.	Year 2	1
3c.	Year 3	1
3d.	Year 4	1
3e.	Year 5	1
4.	Intended Result(s)	10% increased usage of NOVEL databases yearly. 10% increase in library Web pages with links to resources yearly.
5.	Evaluation Method(s)	Usage report from NOVEL vendors. Self-reported statistics on library Web pages on annual member survey.

5.6 Element 2 - TECHNOLOGY SERVICES

Union Catalog

1.	Goal Statement	The Library System provides a Web-based catalog of holdings to member libraries.
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1
3.	Intended Result(s)	Conversion of existing union catalog to Web-based version.
4.	Evaluation Method(s)	Observation; analysis of results

5.7 Element 2 - TECHNOLOGY SERVICES

Union List of Serials

1.	Goal Statement	N/A
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1
3.	Intended Result(s)	N/A
4.	Evaluation Method(s)	N/A

5.8 Element 2 - TECHNOLOGY SERVICES

Integrated Library System

1.	Goal Statement	The Office of Library Services will facilitate the investigation and implementation of an integrated library system.
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1
3.	Intended Result(s)	A comprehensive investigation of integrated library systems will be completed. Access to and circulation of specialized collections will be made available through a Web-based integrated library system.
4.	Evaluation Method(s)	Analytical report on integrated library systems prepared in Year 1. 75% of CCD collections added to Web-based integrated library system in Year 2. Analysis of annual survey for indicators of readiness to participate in integrated library system (e.g., number of schools with automated library catalogs).

5.9 Element 2 - TECHNOLOGY SERVICES

Other (Optional)

1.	Goal Statement	Librarians are leaders in the integration of technology for learning.
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1
3.	Intended Result(s)	At least 10 technology training workshops will be held each year. Increased satisfaction with and use of library list serve.
4.	Evaluation Method(s)	Attendance sheets. Documentation of presentations and agendas. Number of registered users of library list serve; number of postings; anecdotal information on use of list serve. Number of turnkey presentations by "Train the Trainer" participants. Annual survey of members.

5.9 Element 2 - TECHNOLOGY SERVICES

Other (Optional)

1.	Goal Statement	Current state-of-the-art technology is utilized in school libraries.
2a.	Year 1	0
2b.	Year 2	0
2c.	Year 3	0
2d.	Year 4	0
2e.	Year 5	0
3.	Intended Result(s)	Increased number of automation systems in school libraries by 5% per year. Integration of use of library technology into curriculum units in all subject areas.

		Increase of 10% per year of schools using the chargeback system to invest in library technology and electronic resources and software.
4.	Evaluation Method(s)	Statistical analysis of annual survey of members. Report from Office of Purchasing and Management.

5.10 Element 3 - SPECIAL CLIENT GROUPS

1.	Topic	English Language Learners
2.	Goal Statement	Special initiatives targeted to English Language Learners are supported.
3a.	Year 1	1
3b.	Year 2	1
3c.	Year 3	1
3d.	Year 4	1
3e.	Year 5	1
4.	Intended Result(s)	Increased professional development sessions targeted to ELL strategies
5.	Evaluation Method(s)	Documentation of professional development sessions offered.

1.	Topic	Special Education Students
2.	Goal Statement	The information needs of special education students are met through targeted library services
3a.	Year 1	0
3b.	Year 2	0
3c.	Year 3	1
3d.	Year 4	1
3e.	Year 5	1
4.	Intended Result(s)	Librarians build collaborative relationships with directors and specialists in Special Education. Librarians develop increased awareness of resources to support universal design and differentiated instruction.
5.	Evaluation Method(s)	Self-reported responses to survey questions. Self-analysis of collection in terms of meeting needs of special education students

1.	Topic	Gifted and Talented Students
2.	Goal Statement	The information needs of gifted and talented students are met through targeted library services.
3a.	Year 1	1
3b.	Year 2	1
3c.	Year 3	1
3d.	Year 4	1
3e.	Year 5	1
4.	Intended Result(s)	Librarians build collaborative relationships with directors and specialists in Gifted and Talented programs. Librarians develop increased awareness of resources to support universal design and differentiated instruction
5.	Evaluation Method(s)	Self-reported responses to survey questions. Self-analysis of collection in terms of meeting needs of gifted and talented students.

Special Client Groups (continued)

1.	Topic	Incarcerated Youth
2.	Goal Statement	The information needs of incarcerated youth are met through targeted library services.
3a.	Year 1	1
3b.	Year 2	1
3c.	Year 3	1
3d.	Year 4	1
3e.	Year 5	1
4.	Intended Result(s)	Increased collaboration between public library liaison to incarcerated youth and School Library System. Professional development to teachers serving incarcerated youth as part-time librarians.
5.	Evaluation Method(s)	Analysis by principals of prison schools of resources and services of libraries. Interviews with teachers serving as librarians and principals.

1.	Topic	Libraries in Campus Schools
2.	Goal Statement	Campus libraries address the needs of students and teachers from every school on the campus.
3a.	Year 1	1
3b.	Year 2	1
3c.	Year 3	1
3d.	Year 4	1
3e.	Year 5	1
4.	Intended Result(s)	Written guidelines for library services in campus schools. Identification and distribution of resources to librarians to build collaborative relationships with campus personnel. Development of network for campus librarians to connect with one another via an electronic list serves. Increase by 100% in the number of campus schools for whom the School Library System provides an advisory role.
5.	Evaluation Method(s)	Publication of guidelines. Anecdotal responses of campus librarians. Establishment of electronic list; statistics on use. Library Director site-visit reports. Statistics and reports from campus librarians on number of collaborations with teachers in different schools. Annual survey of members.

5.11 Element 4 - CONTINUING EDUCATION AND TRAINING

1.	Goal Statement	Librarians are instructional leaders.
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1
3.	Intended Result(s)	Increase by 10% in five years the number of school librarians presenting at conferences. Increase by 10% in five years the number of school librarians participating in school leadership activities and decisions
4.	Evaluation Method(s)	Statistical analysis of conference and conference session presenters. Analysis of annual survey results about participation in school leadership activities.

1.	Goal Statement	Professional development opportunities are accessible to all school librarians in New York City.
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1
3.	Intended Result(s)	10% increase over 5 years in principals releasing school librarians for professional development. Regional Library Representatives conduct 4 professional development sessions per year with regional librarians. One workshop per year planned collaboratively with public librarians. 10% increase over 5 years in number of participants in Newly Assigned professional development sessions.
4.	Evaluation Method(s)	Statistics on participation in professional development. Documentation of planning process with public librarians. Annual survey of members.

1.	Goal Statement	The library program is fully integrated into a school's learning and teaching.
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1
3.	Intended Result(s)	Increased representation of librarians on school-wide teams/committees. Increased representation of librarians on region-wide teams/committees. Publication of School Library Handbook. 10% increase over five years in the number of school librarians presenting at workshops, meetings, and conferences.
4.	Evaluation Method(s)	Self-reported participation. Publication of Handbook. Analysis of presenters at system-wide and regional meetings and conferences.

Continuing Education (continued)

1.	Goal Statement	The goal of each library across the system is to integrate literacy and inquiry across the curriculum.
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1
3.	Intended Result(s)	Information Fluency Continuum published by level and curriculum area. 75% of librarians use the Information Fluency Continuum as a framework for instruction. The Information Fluency Continuum is connected to content-area professional development.
4.	Evaluation Method(s)	Publication of segmented Information Fluency Continuum. Evaluation survey with self-reported use of IFC. Documentation of use of IFC in content-area professional development. Analysis of member plans.

1.	Goal Statement	There is an increase in the number of certified school library media specialists employed in the New York City public schools.
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1
3.	Intended Result(s)	40 certified school library media specialists are added to New York City schools through the A+ program (IMLS grant with Syracuse University). 25 certified school library media specialists are added to New York City schools through the Robin Hood library program. Library students completing their degrees at local institutions pursue jobs as school librarians in New York City.
4.	Evaluation Method(s)	Statistical documentation of librarians added through each program. Documentation of presentations by library system staff to graduate library classes. Annual survey of members.

5.12 Element 5 - CONSULTING AND TECHNICAL ASSISTANCE SERVICES

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

5.13 Element 6 - COORDINATED SERVICES

1.	Goal Statement	Librarians will have opportunities to view products in order to make sound purchasing decisions.
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1
3.	Intended Result(s)	Combined Book Exhibit will be offered each year. Public librarians conduct 5 sessions per year on latest resources.
4.	Evaluation Method(s)	Documentation of participation in Combined Book Exhibit. Documentation of public library sessions and participation by school librarians.

1.	Goal Statement	Librarians may choose to participate in centralized server services for their Web-based automation systems.
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1
3.	Intended Result(s)	Centralized servers are available for Web-based library automation systems.
4.	Evaluation Method(s)	Self-reported use of Web-based automation systems on survey.

5.14 Element 7 - AWARENESS AND ADVOCACY

1.	Goal Statement	Administrators at all levels support school libraries.
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1
3.	Intended Result(s)	20% of principals will receive professional development about school libraries each year. Central, regional and school administrators will receive regular communication and professional development about school libraries. School administrators will receive a Principal's Library Handbook.
4.	Evaluation Method(s)	Statistical documentation of librarians added through each program. Documentation of presentations by library system staff to graduate library classes.

1.	Goal Statement	Community support for school libraries is increased.
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1
3.	Intended Result(s)	25% increase in number of partnerships. 25% increase in amount of outside support for school libraries.
4.	Evaluation Method(s)	Documentation of partnerships. Statistics on outside financial support given for school libraries.

1.	Goal Statement	An awareness of the important role of school libraries in student achievement is cultivated among educators and parents.
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1
3.	Intended Result(s)	Model/lab libraries are established in each region. 50% of teachers report greater satisfaction with services offered by their school library. 50% of teachers display increased understanding of the importance of information-literacy skills for all students by developing assignments that require the use of those skills and scheduling their classes for information fluency instruction. Parent Coordinators develop an increased understanding of the role of the library through at least one communication from the Office of Library Services per year.
4.	Evaluation Method(s)	Teacher satisfaction survey. Documentation of information fluency instruction and collaboration on instructional units. List of model/lab sites and documentation of visits to those sites by educators from other schools. Documentation of communications to Parent Coordinators.

AWARENESS AND ADVOCACY (continued)

1.	Goal Statement	Regions offer a support structure for libraries.
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1
3.	Intended Result(s)	20% increase in inclusion of library programs in regional Comprehensive Education Plans. 30% of librarians report greater satisfaction with regional professional development.
4.	Evaluation Method(s)	Analysis of regional CEPs. Analysis of regional workshop evaluations.

5.15 Element 8 - COMMUNICATIONS AMONG MEMBER LIBRARIES

Describe communications among members (school districts and non-public schools) and participants (buildings), and the role

1.	Goal Statement	Multiple avenues of communication among members are utilized.
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1
3.	Intended Result(s)	Increased usefulness and awareness of Library System's Website. 90% of school librarians use e-mail. 10% increase in school library Websites. 10% increase in usage of library list serve. 10% increase in usage by librarians of emerging venues for communication (blogs, wikis).
4.	Evaluation Method(s)	Self-reported statistics on usage of library Websites, blogs, wikis, other venues. Usage statistics of library list serve. Survey results on e-mail addresses. Satisfaction survey on Library System Website.

1.	Goal Statement	Advisory committees of librarians provide guidance to the development of library system initiatives and support for member libraries.
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1
3.	Intended Result(s)	Library Advisory Committee meets four times a year to provide input and guidance on major School Library System initiatives and documents. Every Regional Library Representative has established a library council.
4.	Evaluation Method(s)	Teacher satisfaction survey. Documentation of information fluency instruction and collaboration on instructional units. List of model/lab sites and documentation of visits to those sites by educators from other schools. Documentation of communications to Parent Coordinators.

Element 8 - COMMUNICATIONS AMONG MEMBER LIBRARIES

5.16	Provide the URL for the Member Plan	http://schools.nyc.gov/NR/rdonlyres/14DA6156-2290-4D3E-90E4-715B4612E740/12810/MemberPlan20062011QuestionnaireRev806.doc
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5.17 Element 9 - COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

1.	Goal Statement	The School Library System has developed a close relationship with public library systems and other professional library organizations.
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1
3.	Intended Result(s)	10% increase per year in NYC student participation in summer reading. 10% increase in communications with Office of Parent Engagement around library issues and connection of families to public libraries. 10% increase in use of http://www.homeworknyc.org . Promotion of public library resources at three events each year. 50% increase over 5 years in students having public library card.
4.	Evaluation Method(s)	Statistics from public library on use of homework help Website, participation in summer reading, and applications for library cards. Documentation of professional development sessions about use of public library resources. Documentation of communications with Office of Parent Engagement.

1.	Goal Statement	The School Library System will foster enhanced relationships between NYC cultural institutions and school libraries.
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1
3.	Intended Result(s)	25% more librarians will be aware of opportunities available for their students and teachers through cultural institutions.
4.	Evaluation Method(s)	Self-reported awareness on survey.

5.18 Element 10 - OTHER (Optional) - If there are other elements in the System's Plan of Service not listed above, complete one

1.	Element	
2.	Topic	
3.	Goal Statement	
4a.	Year 1	0
4b.	Year 2	0
4c.	Year 3	0
4d.	Year 4	0
4e.	Year 5	0
5.	Intended Result(s)	
6.	Evaluation Method(s)	

ASSURANCE

5.19	The Library System's Plan of Service was developed in accordance with provisions of Education Law and the Regulations of the Commissioner and the requirements of the New York State Education Department/New York State Library, and was reviewed and approved by the Library System Board/Council on (date mm/dd/yyyy)	03/17/2006
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APPROVAL

5.20	The Library System's Plan of Service was reviewed and approved by the New York State Library on (date – mm/dd/yyyy)	03/17/2006
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