


Oneida/Herkimer School Library System 2021-2026 Plan of Service

Oneida Herkimer School Library System Mission Statement



Under a plan of service approved by the Commissioner of Education, the Oneida/Herkimer School Library System (O/H SLS) serves the school librarians, teachers and students in 22 school districts and three nonpublic schools by promoting and facilitating equitable access to diverse, inclusive, and accurate information through coordinated resource sharing.

By providing professional development, we assist O/H SLS members in adapting to the dynamic nature of digital technologies and developing instruction in digital fluency and information literacy.

The O/H SLS advocates to stakeholders on the positive impact of school librarians and libraries on student learning.

	Element	Goal Statement Goal Statements are broad statements that describe a desired condition toward which a library system will work.	Intended Results Intended results are the expected user benefits of the goals.	Evaluation Evaluation methods are the tools that indicate if intended results were achieved.
Element 1: Resource Sharing				
2021-2026	4.2 Cooperative Collection	Provide URL of the 2021-2026 CCD plan	Meet the NY State requirement, provide	Data collected from the annual survey will be used to indicate if

	Development Plan	https://docs.google.com/document/d/1yMkUqoEgLBvboLteMr2K058cfgAf31AOTVFNYUJXT0/edit?usp=sharing	opportunity to modify to fit the needs of the region	modification is needed. An annual meeting of the CCD committee will determine if the CCD Plan meets current needs of the region.
2021-2026	4.3 Union Catalog	<p>Maintain and promote resource sharing through access to combined library catalogs in the region: including school libraries in Oneida/Herkimer SLS, Madison-Oneida SLS, and Jefferson-Lewis SLS.</p> <p>Enhance Union catalog by working with OPALS by providing librarian feedback on design, function and access, as well as by cleaning local catalogs for best records and training library staff on uniform cataloging procedures to reduce duplicate and subpar entries.</p> <p>Increase titles and copies of</p>	<p>Stakeholders will have access to a larger collection of materials relevant to the curriculum and personal interest through the regional union catalog.</p> <p>The records become more uniform with fewer inaccuracies allowing for easier and increased ability to use ILL.</p> <p>Greater support of curricula</p>	<p>Statistical reports, generated through OPALS and data collected in the annual librarian survey of SLS services, will be analyzed by a focus group to make suggested changes.</p> <p>Statistical reports, generated through OPALS will be reviewed annually along with data collected in the annual librarian survey of SLS Services.</p> <p>Statistical reports for usage and title records will be evaluated annually.</p>

		ebooks available to students and teachers	and access to personal interest ebooks to all students.	
2021-2026	4.4 Delivery	Maintain and enhance resource sharing and access through timely delivery of requested electronic and physical materials.	Library Media Specialists, teachers, and students will receive requested materials through the BOCES courier service, UPS, USPS, electronically and any system deemed appropriate for rapid delivery.	Survey data and anecdotal input from the annual survey will be evaluated for any needed changes.
2021-2026	4.5 Interlibrary Loan	Increase the number and quality of resources available to member schools through the Expanded Interlibrary Loan Service and encourage participation by all schools in the Interlibrary Loan System.	Library Media Specialists, teachers, and students will build awareness and use of curriculum related materials outside of their regional collections through the use of Interlibrary Loan and Expanded Interlibrary Loan.	Statistical data from OPALS software will be analyzed yearly. Anecdotal evidence will be collected and analyzed from annual survey.
2021-2026	4.6 Digital Collection Access	Develop an integrated online platform to provide comprehensive access to digital collections.	Staff and students in member districts will have easier access to all digital and print resources through one portal.	Statistical usage report analysis and anecdotal evidence from annual survey.

	4.7 Other			
Element 2 Special Client Groups				
2021-2026	<p>4.8 https://docs.google.com/document/d/1POxltl-oyQNQB3V3LkUeWTS2KKWS0UnpPu8-11QceQg/edit?usp=sharing</p>	<p>Keep an updated web presence of resources, services, and organizations for support of special client groups.</p> <p>Continuous and deliberate resource curation and monitoring for cultural relevance, inclusiveness and representation of all learners.</p> <p>For each year in the plan of service, identify a targeted group of clients and provide resources and professional development to teachers and librarians in the form of training, newsletters, web resources, etc. to highlight an identified group of clients.</p> <ol style="list-style-type: none"> 1. General Diversity and any newly identified priority special client groups. 2. Years 2-5 groups addressed will be based on previous year's End of Year 	<p>Staff and students in regional districts will have easier access to more resources and services.</p> <p>Stakeholders will have a greater access to culturally relevant materials.</p> <p>Teachers and Librarians will be able to meet the needs of all students and patrons, to increase student success.</p>	<p>Statistical analysis of website visits will be conducted annually.</p> <p>Statistical analysis of usage and anecdotal evidence from annual survey will be used to evaluate collection.</p> <p>Training evaluations and annual survey data will be analyzed.</p>

		<p>Survey. Currently identified potential client groups are:</p> <ol style="list-style-type: none"> a. English Language Learners b. Students with Learning Disabilities c. Career and Technical Education d. Students living in poverty e. LGBTQAI+ f. Diverse Cultures g. Gifted and Talented h. Reluctant or low level readers i. Social and Emotional Learning j. Students on the Autism Spectrum k. Students with physical disabilities l. Trauma informed care 		
Element 3 Professional Development and Training				
2021-2026	4.9 Professional Development and Training	<p>Maintain and increase the availability of in-person and synchronous and asynchronous virtual training in the region for resource skill building</p> <p>Use the district member plans</p>	<p>LMSs and teachers will attend virtual and face-to-face trainings to improve their skill level and develop their awareness of trends in their field.</p> <p>LMS and district staff will</p>	<p>Statistical analysis of number of sessions offered and number of attendees in attendance will be kept and analyzed annually and reported in annual report.</p> <p>Librarians will be asked to annually evaluate and report</p>

		<p>to determine the professional development needed by librarians. Provide professional development which meets the needs of member districts.</p> <p>Provide professional development to include diverse learners identified in the special client groups.</p> <p>Topics identified on member plan goals:</p> <ol style="list-style-type: none"> 1. Advocacy Library promotion via newsletters, website updates, annual reports, increase usage, promote reading 2. Instruction Collaboration and planning, Inquiry and Information Literacy, digital citizenship, remote teaching, diversity in lessons, 	<p>increase skills by attending workshops on services, technologies, advocacy and curriculum in both face-to-face and virtual formats.</p> <p>Librarians and teachers will be able to better understand, support and instruct in underrepresented populations.</p>	<p>their progress on the goals they set on their member plan; adjustments to goals and support needed will be identified.</p> <p>Tracking and evaluating the trainings offered to support diverse and inclusive learning will be analyzed annually; anecdotal evidence will be collected on annual survey and through conversations with librarians.</p>
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		<p>written curriculum, SEL</p> <p>3. Physical Space/Collection</p> <p>Collection development/weeding, analysis, diversity audit, diverse collection, library design and safe environment`</p>		
Element 4 Consulting and Development Services				
2021-2026	4.10 Consulting and Development Services	Provide school library service/facility, resources, and technology expertise to members through phone, email, virtual and face-to-face meetings.	LMSs will receive timely and knowledgeable responses to their inquiries for assistance and/or information.	Annual survey feedback will be evaluated for satisfaction with interactions.
Element 5 Coordinated Services for Members				
2021-2026	4.11 Coordinated Services	Coordinate services and events with regional BOCES, Greater CNY School Library Systems, Library Automation Service, MidYork Library System, regional colleges, and state associations to enhance	LMSs will benefit from coordinated services and increased buying power for professional development and resources.	Number of coordinated services/events, cost savings analysis, event evaluations will all be used to evaluate effectiveness of coordinated services.

		<p>services to Members.</p> <p>Work with MidYork Library System to provide access to a greater collection of ebooks via the Overdrive Platform.</p>	<p>Patrons will have greater access to ebooks for personal and curricular use.</p>	<p>Statistical data from Overdrive and anecdotal data from annual survey will be analyzed.</p>
	4.11 Virtual Reference	<p>Hold annual VRL meeting for VRL Committee to analyze potential resources for inclusion on the Virtual Reference Shelf.</p>	<p>To provide valuable and responsive reference material to districts.</p>	<p>Usage statistics and annual survey data will be analyzed.</p>
2021-2026	4.12 Digitization Services	<p>none</p>		
2021-2026	4.13 Other (optional)	<p>Provide digital content and resources through an integrated, single sign on platform.</p>	<p>Greater ease of access to all physical and print material through one portal.</p>	<p>Usage statistics from reports in OPALS and anecdotal evidence from annual survey will be analyzed.</p>
Element 6 Awareness and Advocacy				
2021-2026	4.14	<p>The SLS will work with district Library Media Specialists to promote services, curriculum resources, the importance of information and media literacy curriculum and the importance of a certified LMS to stakeholders at local, regional,</p>	<p>Teachers and students will be more knowledgeable regarding the role of the LMS and the resources available through their school library and the SLS.</p>	<p>Digital survey of districts' staff and students on library resources and purpose will be evaluated and synthesized.</p>

		<p>and state levels.</p> <p>The SLS will work with the OHM BOCES School Communications group to promote the activities in and the value of the school libraries in the region through website, newsletter and social media promotion. The SLS will host events that promote the value of libraries in the school community.</p>	<p>District and regional stakeholders will have pertinent information regarding the role and impact of school libraries in student achievement.</p>	<p>The annual survey will be used to gather data on use of the PR materials. Statistics for website usage will be analyzed.</p>
Element 7 Communication Among Members				
2021-2026	4.15 Communications Among Members	<p>Increase communication with and among LMSs through various means, including a social media account for the region's school librarians to exchange ideas.</p>	<p>LMS's will have access to pertinent information. Sharing ideas among regional librarians will increase opportunities for collaboration</p>	<p>Anecdotal data will be collected annually on the end of year report. Statistical data will be collected and analyzed for postings</p> <p>Feedback collected via annual</p>

		<p>SLS staff will serve a connecting role to encourage mentoring for less experienced LMSs by colleagues in the field.</p> <p>Introduce and encourage use of general sharing site for documents to reduce duplication and increase sharing during time of increased responsibilities with reduced staff ie: Shared Google Drive, Classroom, Buzz.</p>	<p>LMSs will strengthen their skills in the areas of physical management, instruction and curriculum integration, and advocacy and resource availability</p> <p>LMS will have constant access to relevant documents shared through Google Drive, website, Newsletters and other online platforms</p>	<p>survey and anecdotal evidence from new(er) librarians</p> <p>Monitor usage and sharing of documents, feedback collected on annual survey</p>
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Element 8 Collaborative Efforts with Other Library Systems

2021-2026	4.16 Collaborative Efforts with Other Library Systems	<p>Continue collaboration with M-O BOCES SLS and Model Schools on annual Conference.</p> <p>Develop shared events with the CLRC, the MidYork Library System, and other School Library Systems. Promote events from other systems.</p>	<p>LMS will acquire new skills, knowledge and materials by attending the annual Conference.</p> <p>Library System Directors share responsibilities for cost-effective offerings and improved collaborative services.</p>	<p>Conference evaluation data, annual LMS survey, anecdotal sharing at C3 meetings, Calendar of events, list of shared services, event surveys, annual LMS survey, anecdotal sharing at meetings.</p>
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Element 9 Other (Optional)				
2021-2026	4.17 Curriculum Development -	<p>LMSs will have access to a K-6 regionally developed Information Literacy Curriculum.</p> <p>Development of a 7-8 Information Literacy curriculum will begin and be contained on a Learning Management System supported by OHM BOCES</p> <p>Continue development of and support for Information and Media Literacy Course, promote the use of this curriculum as a high school credit bearing course</p> <p>Provide digital content resources to align with and support as primary or enhanced content to OHM BOCES curricula.</p>	<p>LMSs, teachers, and students will demonstrate improved implementation and use of Information Literacy Skills for research and personal situations.</p> <p>LMSs, teachers, and students will demonstrate improved implementation and use of Information Literacy Skills for research and personal situations.</p> <p>LMSs, teachers, and students will demonstrate improved implementation and use of Information Literacy Skills for research and personal situations.</p> <p>Students and teachers will have a greater number of resources available to them to enhance opportunities for reinforcement or enrichment.</p>	<p>Anecdotal evidence and survey responses will be collected and analyzed.</p> <p>Anecdotal evidence and survey responses will be collected and analyzed.</p> <p>Course data will be used to determine student usage and achievement.</p> <p>Usage statistics will be analyzed to determine if greater usage is occurring.</p>

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Curriculum Goals By Year

2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Publish K-6 Curriculum Conduct Training on K-6 Curriculum Media Literacy Course- Align to Digital Fluency standards	Use digital fluency standards and IFC to write grade 7-8 standards. Align grade 6 library curriculum to digital fluency standards Update Media Literacy Course	Start writing 7-8 Library Curriculum Update Media Literacy Course	Finish 7-8 curriculum Update Media Literacy Course	Finalize and publish 7-8 curriculum Update Media Literacy Course