

**New York State Education Department
New York State Library
Division of Library Development**

SURVEY QUESTIONS

FIVE-YEAR LIBRARY SYSTEM PLAN OF SERVICE

Public Library Systems
Reference and Research Library Resources Systems
School Library Systems

January 1, 2017 - December 31, 2021
July 1, 2016 - June 30, 2021
July 1, 2016 - June 30, 2021

SECTION 1 – GENERAL INFORMATION

Question	Description	System
1.1	Name of System	A
1.2	Street Address	A
1.3	City	A
1.4	Zip Code	A
1.5	Four Digit Zip Code Extension (enter N/A if unknown)	A
1.6	Telephone Number (enter 10 digits only)	A
1.7	Fax Number (enter 10 digits only)	A
1.8	Name of System Director	A
1.9	E-Mail Address of the System Director	A
1.10	System Home Page URL	A
1.11	URL of Current List of Members	A
1.12	Date of Establishment	A
1.13	Date of Absolute Charter	P R
1.14	Name(s) of Central Library/Co-Central Libraries	P
1.15	Square Mileage of System Service Area	A
1.16	Population of System Service Area	A
1.17	Type of System	A

SECTION 2 – SYSTEM GOVERNANCE & MEMBERSHIP

Question	Description	System
	BYLAWS	
2.1	URL of Current Governing Bylaws	A
	APPOINTMENT/ELECTION OF SYSTEM BOARD / SYSTEM COUNCIL	
2.2	System Board / System Council Appointment/Election – Indicate whether the System Board / System Council Members are appointed or elected (select one).	A
	A – System Board / System Council Members are appointed	
	E – System Board / System Council Members are elected	
	O – Other (specify using the State note)	
2.3	Indicate by whom the System Board / System Council Members are appointed/elected.	A
	ADVISORY GROUPS	
2.4	Advisory Groups – Indicate the groups that advise the System Board / System Council. (check all that apply)	
	a. Member Directors’ Organization / Council	A
	b. Outreach Advisory Council	P
	c. Central Library Advisory Committee	P
	d. Regional Automation Committee	R
	e. Hospital Library Services Program Committee	R
	f. Coordinated Collection Development Committee	R
	g. Communications Coordinators Group	S
	h. Co-ser Advisory Committee	S
	i. Other (specify using the State note)	A
2.5	Does the system offer levels of membership? (Y/N)	R
	Repeating Group	
	a. Membership level name	
	b. Criteria for membership at this level	
2.6	Provide the URL for membership level descriptions	R

SECTION 3 - DESCRIPTION OF PLANNING, APPROVAL, EVALUATION AND REVISION PROCESS FOR ALL SECTIONS OF THE PLAN OF SERVICE

Question	Description	System
	NEEDS ASSESSMENT AND DEVELOPMENT OF THE PLAN OF SERVICE	
3.1	Provide a summary describing the processes used to assess needs in the development of the Plan of Service.	A
3.2	Identify the groups involved in development of the Plan of Service and each group's role.	A
3.3	Describe the planning process for the 2017-2021 Central Library Plan.	P
3.4	Identify the groups involved in development of the 2017-2021 Central Library Plan and each group's role.	P
3.5	Describe the integration of the 2017-2021 Central Library Plan with the system's Plan of Service.	P
3.6	Provide the URL of the 2017-2021 Central Library Plan.	P
3.7	Describe the planning process for the 2017-2021 Direct Access Plan.	P
3.8	Provide the URL of the 2017-2021 proposed Direct Access Plan.	P
	EVALUATION	
3.9	Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services.	A
3.10	Provide the URL for the evaluation form(s) used by members.	A
3.11	Provide the URL for the results of the member evaluation.	A
3.12	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.	A
	REVISION PROCESS	
3.13	Describe the process for revising the system's Plan of Service for submission to the New York State Education Department/New York State Library.	A

**SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS
AND EVALUATION METHODS
PUBLIC LIBRARY SYSTEMS**

Question	Description	System
4.1	<p>The Library System’s Mission Statement</p> <p>(The Instructions include the definition of the mission statement.)</p>	P
	Minimum Requirement for questions 4.2 through 4.18 – complete one repeating group for <u>each</u> topic of <u>every</u> element.	
4.2	Element 1 – RESOURCE SHARING	
	Cooperative Collection Development	
	Repeating Group #1	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.3	Element 1 – RESOURCE SHARING	
	Integrated Library System	
	Repeating Group #2	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.4	Element 1 – RESOURCE SHARING	
	Delivery	
	Repeating Group #3	
	1. Goal Statement	P

**SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS
AND EVALUATION METHODS
PUBLIC LIBRARY SYSTEMS**

Question	Description	System
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.5	Element 1 – RESOURCE SHARING	
	Interlibrary Loan	
	Repeating Group #4	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.6	Element 1 – RESOURCE SHARING	
	Digital Collections Access	
	Repeating Group #5	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.7	Element 1 – RESOURCE SHARING	
	Other (Optional)	
	Repeating Group #6	
	1. Topic	P

**SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS
AND EVALUATION METHODS
PUBLIC LIBRARY SYSTEMS**

Question	Description	System
	2. Goal Statement	P
	3. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	4. Intended Result(s)	P
	5. Evaluation Method(s)	P
4.8	Element 2 – SPECIAL CLIENT GROUPS	
	Adult Literacy	
	Repeating Group #7	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.9	Element 2 – SPECIAL CLIENT GROUPS	
	Coordinated Outreach (See Instructions for outreach target groups)	
	Repeating Group #8	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.10	Element 2 – SPECIAL CLIENT GROUPS	
	Correctional Facilities (State and County)	
	Repeating Group #9	
	1. Goal Statement	P

**SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS
AND EVALUATION METHODS
PUBLIC LIBRARY SYSTEMS**

Question	Description	System
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.11	Element 2 – SPECIAL CLIENT GROUPS	
	Youth Services (Youth to age 18 exclusive of Early Literacy)	
	Repeating Group #10	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.12	Element 2 – SPECIAL CLIENT GROUPS	P
	Early Literacy (Birth to School Age with Parents/Caregivers)	
	Repeating Group #10	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.13	Element 2 – SPECIAL CLIENT GROUPS	
	Other (Optional)	
	Repeating Group #11	
	1. Topic	P

SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS

**AND EVALUATION METHODS
PUBLIC LIBRARY SYSTEMS**

Question	Description	System
	2. Goal Statement	P
	3. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	4. Intended Result(s)	P
	5. Evaluation Method(s)	P
4.14	Element 3 – PROFESSIONAL DEVELOPMENT AND TRAINING	
	Repeating Group #12	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.15	Element 4 – CONSULTING AND DEVELOPMENT SERVICES	
	Repeating Group #13	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.16	Element 5 – COORDINATED SERVICES FOR MEMBERS	
	Virtual Reference	
	Repeating Group #14	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P

SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS

**AND EVALUATION METHODS
PUBLIC LIBRARY SYSTEMS**

Question	Description	System
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.17	Element 5 – COORDINATED SERVICES FOR MEMBERS	
	Digitization Services	
	Repeating Group #15	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.18	Element 5 – COORDINATED SERVICES FOR MEMBERS	
	Other (Optional)	
	Repeating Group #16	
	1. Topic	
	2. Goal Statement	P
	3. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	4. Intended Result(s)	P
	5. Evaluation Method(s)	P
4.19	Element 6 – AWARENESS AND ADVOCACY	
	Repeating Group #17	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	

SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS

**AND EVALUATION METHODS
PUBLIC LIBRARY SYSTEMS**

Question	Description	System
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.20	Element 7 – COMMUNICATIONS AMONG MEMBER LIBRARIES AND/OR BRANCHES	
	Repeating Group #18	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.21	Element 8 – COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS	
	Repeating Group #19	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.22	Element 9 – OTHER (Optional) – If there are other elements not listed above to be included in the System’s Plan of Service, complete one repeating group for each element.	
	Repeating Group #20	
	1. Element	
	2. Topic	P
	3. Goal Statement	
	4. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P

**SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS
AND EVALUATION METHODS
PUBLIC LIBRARY SYSTEMS**

Question	Description	System
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	5. Intended Result(s)	P
	6. Evaluation Method(s)	P
4.23	Element 10 – CONSTRUCTION	P
	Repeating Group #21	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.24	ASSURANCE	
	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 Library, and was reviewed and approved by the Library System Board on (date – mm/dd/yyyy).	P
4.25	APPROVAL – For NYSL Use Only	
	The Library System’s Plan of Service was reviewed and approved by the New York State Library on (date – mm/dd/yyyy)	P
4.26	REVISION ASSURANCE	
	The Library System’s Plan of Service was revised in accordance with provisions of Education Law and the Regulations of the Commissioner and the requirements of the New York State Library, and was reviewed and approved by the Library System Council on (date – mm/dd/yyyy).	P
4.27	REVISION APPROVAL – For NYSL Use Only	
	The Library System’s revised Plan of Service was reviewed and approved by the New York State Library on (date – mm/dd/yyyy)	P

**SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS
AND EVALUATION METHODS
REFERENCE AND RESEARCH LIBRARY RESOURCES SYSTEMS**

Question	Description	System
4.1	The Library System’s Mission Statement (The Instructions include the definition of the mission statement.)	R
	Minimum Requirement for questions 4.2 through 4.19 – complete one repeating group for each topic of every element.	
4.2	Element 1 – RESOURCE SHARING	R
	Cooperative Collection Development	
	Repeating Group #22	
	1. Goal Statement	R
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.3	Provide the URL of the most recent Cooperative Collection Development for Academic Libraries Plan.	R
4.4	Date of Adoption by the System Board	R
4.5	Element 1 – RESOURCE SHARING	
	Catalog Services	
	Repeating Group #23	
	1. Goal Statement	R
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.6	Element 1 – RESOURCE SHARING	
	Delivery	
	Repeating Group #24	
	1. Goal Statement	R

**SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS
AND EVALUATION METHODS
REFERENCE AND RESEARCH LIBRARY RESOURCES SYSTEMS**

Question	Description	System
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.7	Element 1 – RESOURCE SHARING	
	Interlibrary Loan	
	Repeating Group #25	
	1. Goal Statement	R
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.8	Element 1 – Resource Sharing	
	Digital Collections Access	R
	1. Goal Statement	R
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.9	Element 1 – RESOURCE SHARING	
	Other (Optional)	
	Repeating Group #26	
	1. Topic	R
	2. Goal Statement	R

**SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS
AND EVALUATION METHODS
REFERENCE AND RESEARCH LIBRARY RESOURCES SYSTEMS**

Question	Description	System
	3. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	4. Intended Result(s)	R
	5. Evaluation Method(s)	R
4.10	Element 2 – SPECIAL CLIENT GROUPS	
	Hospital Library Services	
	Repeating Group #27	
	1. Goal Statement	R
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.11	Element 2 – SPECIAL CLIENT GROUPS	
	Other (Optional)	
	Repeating Group #28	
	1. Topic	R
	2. Goal Statement	R
	3. Indicate year(s) during which the system will be addressing this goal (check all that apply)	
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	R
	4. Intended Result(s)	R
	5. Evaluation Method(s)	R
4.12	Element 3 – PROFESSIONAL DEVELOPMENT AND TRAINING	
	Repeating Group #29	
	1. Goal Statement	R

**SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS
AND EVALUATION METHODS
REFERENCE AND RESEARCH LIBRARY RESOURCES SYSTEMS**

Question	Description	System
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.13	Element 4 – CONSULTING AND DEVELOPMENT SERVICES	
	Repeating Group #30	
	1. Goal Statement	R
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.14	Element 5 – COORDINATED SERVICES FOR MEMBERS	
	Virtual Reference	
	Repeating Group #31	
	1. Goal Statement	R
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.15	Element 5 – COORDINATED SERVICES FOR MEMBERS	
	Digitization Services	
	Repeating Group #32	
	1. Goal Statement	R

**SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS
AND EVALUATION METHODS
REFERENCE AND RESEARCH LIBRARY RESOURCES SYSTEMS**

Question	Description	System
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.16	Element 5 – COORDINATED SERVICES FOR MEMBERS	
	Other (Optional)	
	Repeating Group #33	
	1. Topic	R
	2. Goal Statement	R
	3. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	4. Intended Result(s)	R
	5. Evaluation Method(s)	R
4.17	Element 6 – AWARENESS AND ADVOCACY	
	Repeating Group #34	
	1. Goal Statement	R
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.18	Element 7 – COMMUNICATIONS AMONG MEMBER LIBRARIES AND LIBRARY SYSTEMS	
	Repeating Group #35	
	1. Goal Statement	R

**SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS
AND EVALUATION METHODS
REFERENCE AND RESEARCH LIBRARY RESOURCES SYSTEMS**

Question	Description	System
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.19	Element 8 – COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS	R
	Repeating Group #36	
	1. Goal Statement	R
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.20	Element 9 – OTHER (Optional)	
	Repeating Group #37	
	1. Element	R
	2. Topic	R
	3. Goal Statement	R
	4. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	5. Intended Result(s)	R
	6. Evaluation Method(s)	R

**SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS
AND EVALUATION METHODS
REFERENCE AND RESEARCH LIBRARY RESOURCES SYSTEMS**

Question	Description	System
4.21	ASSURANCE	
	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 Library, and was reviewed and approved by the Library System Board on (date – mm/dd/yyyy).	
4.22	APPROVAL – For NYSL Use Only	
	The Library System’s Plan of Service was reviewed and approved by the New York State Library on (date – mm/dd/yyyy)	R
4.23	REVISION ASSURANCE	
	The Library System’s Plan of Service was revised in accordance with provisions of Education Law and the Regulations of the Commissioner and the requirements of the New York State Library, and was reviewed and approved by the Library System Council on (date – mm/dd/yyyy).	R
4.24	REVISION APPROVAL – For NYSL Use Only	
	The Library System’s revised Plan of Service was reviewed and approved by the New York State Library on (date – mm/dd/yyyy)	R

**SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS
AND EVALUATION METHODS
SCHOOL LIBRARY SYSTEMS**

Question	Description	System
4.1	<p>The Library System’s Mission Statement</p> <p>(The Instructions include the definition of the mission statement.)</p>	S
	Minimum Requirement for questions 4.3 through 4.12 and 4.14 – complete one repeating group for <u>each</u> topic of <u>every</u> element.	
4.2	Element 1 – RESOURCE SHARING	
	Cooperative Collection Development	
	Provide the URL of the 2016-2021 Cooperative Collection Development (CCD) Plan.	S
4.3	Element 1 – RESOURCE SHARING	
	Union/Online Catalog	
	Repeating Group #38	
	1. Goal Statement	S
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	S
	4. Evaluation Method(s)	S
4.4	Element 1 – RESOURCE SHARING	
	Delivery	
	Repeating Group #39	
	1. Goal Statement	S
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	S
	4. Evaluation Method(s)	S
4.5	Element 1 – RESOURCE SHARING	
	Interlibrary Loan	
	Repeating Group #40	
	1. Goal Statement	S

**SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS
AND EVALUATION METHODS
SCHOOL LIBRARY SYSTEMS**

Question	Description	System
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	S
	4. Evaluation Method(s)	S
4.6	Element 1 – RESOURCE SHARING	
	Digital Collections Access	
	Repeating Group #41	
	1. Goal Statement	S
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	S
	4. Evaluation Method(s)	S
4.7	Element 1 – RESOURCE SHARING	
	Other (Optional)	
	Repeating Group #42	
	1. Topic	S
	2. Goal Statement	S
	3. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	4. Intended Result(s)	S
	5. Evaluation Method(s)	S
4.8	Element 2 – SPECIAL CLIENT GROUPS	
	Repeating Group #43	
	1. Topic	S

**SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS
AND EVALUATION METHODS
SCHOOL LIBRARY SYSTEMS**

Question	Description	System
	2. Goal Statement	S
	3. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	4. Intended Result(s)	S
	5. Evaluation Method(s)	S
4.9	Element 3 – PROFESSIONAL DEVELOPMENT AND TRAINING	
	Repeating Group #44	
	1. Goal Statement	S
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	S
	4. Evaluation Method(s)	S
4.10	Element 4 – CONSULTING AND DEVELOPMENT SERVICES	
	Repeating Group #45	
	1. Goal Statement	S
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	S
	4. Evaluation Method(s)	S
4.11	Element 5 – COORDINATED SERVICES FOR MEMBERS	
	Virtual Reference	
	Repeating Group #46	
	1. Goal Statement	S
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S

**SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS
AND EVALUATION METHODS
SCHOOL LIBRARY SYSTEMS**

Question	Description	System
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	S
	4. Evaluation Method(s)	S
4.12	Element 5 – COORDINATED SERVICES FOR MEMBERS	
	Digitization Services	
	Repeating Group #47	
	1. Goal Statement	S
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	S
	4. Evaluation Method(s)	S
4.13	Element 5 – COORDINATED SERVICES FOR MEMBERS	
	Other (Optional)	
	Repeating Group #48	
	1. Topic	S
	2. Goal Statement	S
	3. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	4. Intended Result(s)	S
	5. Evaluation Method(s)	S
4.14	Element 6 – AWARENESS AND ADVOCACY	
	Repeating Group #49	
	1. Goal Statement	S
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	

**SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS
AND EVALUATION METHODS
SCHOOL LIBRARY SYSTEMS**

Question	Description	System
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	S
	4. Evaluation Method(s)	S
4.15	Element 7 – COMMUNICATIONS AMONG MEMBERS	
	Repeating Group #50	
	1. Goal Statement	S
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	S
	4. Evaluation Method(s)	S
4.16	Element 7 – COMMUNICATIONS AMONG MEMBER LIBRARIES	
	Provide the URL for the Member Plan	S
4.17	Element 8 – COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS	
	Repeating Group #51	
	1. Goal Statement	S
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	S
	4. Evaluation Method(s)	S
4.18	Element 9 – OTHER (Optional) – If there are other elements in the System’s Plan of Service not listed above, complete one repeating group for each element.	
	Repeating Group #52	
	1. Element	S
	2. Topic	S

**SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS
AND EVALUATION METHODS
SCHOOL LIBRARY SYSTEMS**

Question	Description	System
	3. Goal Statement	S
	4. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	5. Intended Result(s)	S
	6. Evaluation Method(s)	S
4.19	ASSURANCE	
	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 Library, and was reviewed and approved by the Library System Council on (date – mm/dd/yyyy).	S
4.20	APPROVAL – For NYSL Use Only	
	The Library System’s Plan of Service was reviewed and approved by the New York State Library on (date – mm/dd/yyyy)	S
4.21	REVISION ASSURANCE	
	The Library System’s Plan of Service was revised in accordance with provisions of Education Law and the Regulations of the Commissioner and the requirements of the New York State Library, and was reviewed and approved by the Library System Council on (date – mm/dd/yyyy).	S
4.22	REVISION APPROVAL – For NYSL Use Only	
	The Library System’s revised Plan of Service was reviewed and approved by the New York State Library on (date – mm/dd/yyyy)	S