



Best Practices for Data ~ Secondary Libraries

While data-driven instruction is a core practice in WCPSS, the secondary library's role in supporting literacy and instruction may not be fully understood. Sharing data on library practices and their impact can help staff better appreciate how secondary school libraries contribute to student success. As the librarian is the most crucial element in a successful library program, demonstrating this impact is key. 💡 [Click here for Ideas on sharing data.](#)

Destiny currently provides our primary library data, offering circulation and collection statistics. However, secondary students engage with the library differently: they use it more independently, gravitate towards longer books, and may have fewer class visits, leading to shifts in circulation patterns. We serve large populations leading to a lack of sufficient curricular materials for every student to take home. Our data collection methods need to evolve to accurately reflect how secondary students utilize the library.

Circulation	Independent visits	Instruction	Professional Learning	Space Use	Share Data
-----------------------------	------------------------------------	-----------------------------	---------------------------------------	---------------------------	----------------------------

Circulation

Circulation continues to be an important data point for school libraries. It shows that the resources purchased are being used. For EOY reporting, you will report *student*, *staff*, and *in-library* use for your circulations. Your data will include both print and digital circulations.

- Destiny keeps accurate circ stats if your catalog records are clean.
 - Textbooks & ELA texts - see [this document](#) for more info
 - Textbooks catalogued in a spreadsheet or Destiny Resource Manager will not affect your library student circ data!
 - Textbooks catalogued in Destiny Library Manager will need to be subtracted from overall circ stats for accurate reporting.
 - 💡 If you need support with your textbook practices, reach out to [Susan Johnson](#).
- Staff circulation
 - Check out resources to staff.
 - If you are sending a cart of books to staff for them to use with multiple classes, check them out to the teacher.
- In-library use
 - Scan books used with students in the library. This will give you the most accurate information on which resources are being used.



- When using books with classes, check in each book with your scanner (it is recorded as "in-library use"). Ideally, you scan them for each class. 💡 **Use students to help with this task.**
- NOTE: For accurate in-library use, avoid checking in books multiple times (e.g. I scan an entire cart of books just to make sure they were checked in properly OR I use "Check-In" for my inventory). 💡 **Try using copy status to ensure proper scanning. Use the circ desk login so your volunteers can access the inventory to assist with this task.**
- Another option to track in-library use is to keep a manual tally of resources used with classes. This is less desirable since you are unable to see which resources you use frequently.
- eBooks that are viewed but not checked out may also be counted toward in-library use.

Independent Student Visits (outside of whole-class visits)

It is best practice to track independent student visits and to capture their reason for coming to the library. This data shows that your library is welcoming and how it is providing support. 💡 **Older iPads set for "guided access" (kiosk mode) work beautifully for this task or you can set up multiple clipboards for paper sign-ins.**

- Simple digital sign-in with a reason for the visit [example](#)
 - Eliminate the student name for a more streamlined process
- [Digital sign-in with images](#) option
- [Name referencing sign-in](#) with reason for the visit
 - This process allows students to quickly enter their ID # - spreadsheet magic references their actual names (for sites that need documentation for passes)
- [Paper sign-in option](#)
- Clicker or other manual system

Instruction

Instruction is one of the most important things you do as a teacher librarian. Sharing instructional data is an important tool for advocacy. Consider collecting data on staff collaborations, types of lessons taught, number of departments worked with, and number of lessons taught. Having a system set up at the beginning of the year may help you stay organized and will also provide a valuable artifact for your evaluations.

- [Data tracker spreadsheet](#) with options (adapt as needed)



Professional Learning You Lead

You teach not only students but also staff. They may not know the resources that you have in the library or that the county/state provide if you do not teach them. You are the research, digital & information literacy, and literacy expert in your building.

💡 Keep in mind that you don't need time to lead professional learning. You may share a newsletter or video tutorials with staff or try other creative approaches, like "PL on the potty." Professional learning can be in-person or asynchronous; match the delivery method with the audience, content, and timing.

- [Data tracker spreadsheet](#) - has a tab for you to track your professional learning activities

Library Space Use

The library belongs to the staff and students at your school. You manage access to its many flexible spaces. It is helpful to know how the library space is being used. Most librarians should keep a schedule of spaces; this can be done digitally or on paper.

- [Data tracker spreadsheet](#) - has a tab with options for tracking space use
- Track the number of days you are closed
 - Use fractions to capture closures less than the entire day.
 - If students are able to circulate, this would not be considered closed.

Sharing Library Data

Share data with MTAC, staff, the Leadership team, and/or administrators. If you have a virtual site, you can easily share data with your school community as well.

💡 Consider creating a PDP goal to make this work even more meaningful ([Sample goal](#)).

- [Templates and ideas for data sharing](#)
- [Create an impact dashboard](#)
- Have data conversations during mid-year and year-end conferences