

CDE Annual School Library Evaluation

California Department of Education
Annual School Library Evaluation School Year 2025–2026
Guidance for Completing Evaluation – Complete by August 28, 2026

This document provides assistance for completing the CDE online School Library Evaluation, which collects information about school libraries to assess the type and extent of services provided. The evaluation is available at <https://www.cde.ca.gov/ci/cr/lb/schlsurvwelcompag.asp>.

Getting Started: The evaluation is divided into four sections and incorporates the California Model School Library Standards, which can be found at www.cde.ca.gov/be/st/ss/documents/librarystandards.pdf.

- Information is being collected for the **2025–2026 academic year**.
- Consider [printing a copy of the entire evaluation](#) to use as a worksheet before entering data online.
- You do not need to complete the entire evaluation at once; each section is saved automatically as you advance. Your answers are recorded in the CDE database when you use the **Next** and **Submit** buttons. **Do not use your browser's Back button.**
- Access the school library evaluation at <https://www3.cde.ca.gov/librarysurvey/>. The password is **@YourLibrary**.

For assistance with completing the evaluation, especially if you were not working in your library in 2025–2026, please complete this [form](#) or contact Kelli Van Velkinburgh in Ed Services at kelli_vanvelkinburgh@cjud.net or 909–580–6630.

Supporting Data

- [Library Collection and Circulation Information Click here.](#)
- [Authorizations for Librarian Services | Commission](#)
Tap on the green plus sign to see the pink section for Classified/non-credentialed staff.
- **Library Staff job descriptions updated**
 - [Library Media Tech I – 2018](#)
 - [Library Media Tech II – 2018](#)
 - [Teacher Librarian – 2013](#)

Evaluation & Responses

Guide for School Library Evaluation Tool Collecting Information for 2025–26

This printable version of the CDE Library Evaluation Tool is available for use as a guide for your files, for use in training, and before going online. Please note the printed version shows all possible questions, some of which are conditional. The online evaluation tool is located at <https://www.cde.ca.gov/ci/cr/lb/> the password is @your Library Facility and Operation

1. **Do you have a dedicated common area in your school designated as the library for the 2025–26 academic year?**
 - Yes, our school has a library located on campus.
2. **N/A**
3. **N/A**
4. **How many hours per typical week are library services available to students? *Your answer***
5. **When is the school library service typically available for student use? (Select all that apply.) *Your answer***
 - Before classes start
 - During class time
 - During breaks (e.g., nutrition)
 - During lunch
 - After school
 - Some evenings
 - On weekends
 - Summer school
 - None of the above
6. **Approximately how many school days per school year is the library in your building closed for use as a testing space or for other use not related specifically to the library program? *Your answer***
 - 0
 - 1–5
 - 6–10
 - 11–20
 - 21 or more
7. **What is the approximate maximum seating capacity of the library? *Your answer***
 - Fewer than 20
 - 20–39
 - 40–59
 - 60–79
 - 80–99
 - 100 or more
8. **Approximately how many students, teachers, and others (whether individually or in classes or other groups) visit the library during a typical week? Count all individuals in the class or group, including teachers. *Your answer***

- o Fewer than 100
- o 100–199
- o 200–299
- o 300–399
- o 400–499
- o 500–599
- o 600 or more

9. **There was enough space to accommodate the library collection, furnishings, and equipment.**

- Yes
- No

Library Staffing & Staff Activities

For answering questions of staff working in the library, consider how the staff is paid. If paid on a teacher contract (annual set salary), then record **credentialed**, and for staff paid an hourly salary (hourly wage), then record **classified**.

Please Read:

Credentialed Teacher Librarian – Individual holds a California teaching credential and a California Teacher Librarian Services Credential or an Emergency Teacher Librarian Services Credential and is **paid as a teacher on contract**.

Credentialed Teacher, Not Librarian – Individual holds a California teaching credential with no library endorsement and is **paid as a teacher on contract**.

Classified Library Staff – May be called aide, clerk, technician, assistant, etc., but is **NOT paid a teacher contract** (paid an hourly wage and not a set annual contract).

For more information on who can provide library-related services, see the California Commission on Teacher Credentialing (CTC) – Authorizations for Librarian Services chart (<https://www.ctc.ca.gov/credentials/assignment-resources/authorizations-for-librarian-services>).

10. **How many of the following types of staff are assigned to your school library, and what are the total scheduled paid hours per week worked by each type of staff?**

Staff Type	i. Number of individuals	ii. Total paid hours per week (duplicated count if multiple individuals)	iii. Full Time Equivalent (Calculated in the program)
a. Teacher librarian with CTC teacher librarian credential	1 or 0	35	(Calculated in the program)

Staff Type	i. Number of individuals	ii. Total paid hours per week (duplicated count if multiple individuals)	iii. Full Time Equivalent (Calculated in the program)
b. Teacher librarian with a permit or waiver from the CTC	Blank or 0	35	(Calculated in the program)
c. Credentialed teacher without CTC teacher librarian credential	Blank or 0		
d. Classified staff (aide, support staff, etc.)	1 or 0	8	(Calculated in the program)

Some districts require their classified library staff to possess an A.A. degree in Library Support Staff Certification (LSSC). For further information, visit LSSC home page (<https://ala-apa.org/lssc/>).

11. **N/A**

12. **N/A**

13. **Do you have any volunteers, other than students, working in the library?**

Your answer

- Yes, we do have volunteers other than students.
- No, we do not have volunteers other than students.

If yes, then:

- Approximately how many people volunteered?
- Approximately, how many hours in a week did people volunteer?

Approximately how often do library staff engage in each of the following types of activities? These activities are not mutually exclusive and may overlap. N/A indicates that it is outside of your authorization (CTC) – Authorizations for Librarian Services chart

(<https://www.ctc.ca.gov/credentials/assignment-resources/authorizations-for-librarian-services>).

14. **Your answers**

- a. **Serve on school committees or meet with other school leaders:**
- o More than once a week
 - o Once per week
 - o 2–3 times per month
 - o Once per month
 - o Less than once per month
 - o With guidance and support from district librarian
 - o N/A
- b. **Plan and deliver instruction independently:**
- o More than once a week
 - o Once per week
 - o 2–3 times per month
 - o Once per month
 - o Less than once per month
 - o With guidance and support from district librarian
 - o N/A
- c. **Partner with teacher(s) to plan, teach, assess lessons and units of instruction:**
- o More than once a week
 - o Once per week
 - o 2–3 times per month
 - o Once per month
 - o Less than once per month
 - o With guidance and support from district librarian
 - o N/A
- d. **Teach information/media literacy, digital citizenship, etc.:**
- o More than once a week
 - o Once per week
 - o 2–3 times per month
 - o Once per month
 - o Less than once per month
 - o With guidance and support from district librarian
 - o N/A
- e. **Provide professional development for teachers:**
- o More than once a week
 - o Once per week
 - o 2–3 times per month
 - o Once per month
 - o Less than once per month
 - o With guidance and support from district librarian
 - o N/A
- f. **Participate in training or professional development:**

- o More than once a week
- o Once per week
- o 2–3 times per month
- o Once per month
- o Less than once per month
- o With guidance and support from district librarian
- o N/A

g. Manage the library, including collection development, analysis of the collection (e.g., overall age and relevance; diversity, equity, & inclusion representation), and supervision of ordering:

- o More than once a week
- o Once per week
- o 2–3 times per month
- o Once per month
- o Less than once per month
- o With guidance and support from district librarian
- o N/A

h. Our collection development includes weeding, de-selection, and withdrawals:

- o More than once a week
- o Once per week
- o 2–3 times per month
- o Once per month
- o Less than once per month
- o With guidance and support from district librarian
- o N/A

i. Perform extra duties outside of the typical duties required of library staff (substitute teaching, covering for office staff, monitoring students, etc.):

- o More than once a week
- o Once per week
- o 2–3 times per month
- o Once per month
- o Less than once per month
- o With guidance and support from district librarian
- o N/A

15. Approximately how often do library staff engage in each of the following types of activities related to asset management? *Your answers*

- o **Performing distribution, tracking, and management of laptops, Chromebooks, and/or tablets**
 - o Year Round: More than once a week
 - o Year Round: 2–3 times per month
 - o Year Round: Once per month

- Start/End of Year: More than once per week
- Start/End of Year: 2–3 times per month
- N/A
- **Performing distribution, tracking, and management of textbooks**
 - Year round: More than once a week
 - Year Round: 2–3 times per month
 - Year Round: Once per month
 - Start/End of Year: More than once per week
 - Start/End of Year: 2–3 times per month
 - N/A
- **Performing distribution, tracking, and management of other assets (e.g., musical instruments, PE uniforms)**
 - Year Round: More than once a week
 - Year Round: 2–3 times per month
 - Year Round: Once per month
 - Start/End of Year: More than once per week
 - Start/End of Year: 2–3 times per month
 - N/A

16. How do you implement the CA Model School Library Standards

(<https://www.cde.ca.gov/ci/cr/lb/schoollibstnds2017.asp>)? **Your answer**

- Align the standards to our library instruction.
- Embed the standards into the curriculum.
- While we are familiar with the standards, we do not use them to guide instruction.
- We are not familiar with these standards.
- Familiar with the standards and implementation, but instruction is not part of my job description.

Library Collection **See Spreadsheet for #17-18, 21**

17. Approximately how many print books are in the school library collection?

- Fewer than 2,500
- 2,500–9,999
- 10,000–19,999
- 20,000–29,999
- 30,000 or more
- Not able to calculate

18. What is the average copyright year of all print books in the library collection? If you cannot calculate the average age of the whole collection using the library management system, then answer with 0000. Round off to a four-digit year.

19. Are any electronic book titles included in the library collection?

Sora Elementary- Sora Middle- Sora High(-MS +HS)

Search for your digital books in Destiny NUMBERS Pending

- Yes, electronic book titles are included in the library collection.

- No, electronic book titles are not included in the library collection.

20. Does your school library promote and provide access to COMPASS – California Online Media Program for Access and Student Success – Encyclopaedia Britannica, Capstone Pebble Go Science, Pro-Quest (including art resources), Gale (including science, environment, and National Geographic for Kids), TeachingBooks?

- Yes
- No
- I am not sure

21. What entity managed the collection?

- Schoolsite
- District
- County Office of Education
- Agreement with public library

Library Budget

22. What is the current annual budget for library books as well as non-print and online resources? *See spreadsheet on #22*

a. Print Books Budget:

- No Budget
- Less than \$1,000
- \$1,000-\$2,499
- \$2,500-\$4,999
- \$5,000-\$9,999
- \$10,000-\$24,999
- \$25,000-\$49,999
- \$50,000 or more
- I am not sure

b. Non-print and online resources:

World book = \$840/Site Gale = \$2100/MS and HS site

- No Budget
- Less than \$1,000
- \$1,000-\$2,499
- \$2,500-\$4,999
- \$5,000-\$9,999
- \$10,000-\$24,999
- \$25,000-\$49,999 *MS/HS w/databases*
- \$50,000 or more
- I am not sure

23. Check one or more of the following funds used to purchase library materials during the 2025–26 academic year.

- General/LCFF (district or site) + any other funds**
- State Lottery Funds

- o Fundraising (parent groups, book fairs, etc.)
- o Title I (federal)
- o Local Bond Measure
- o Start-up Funds (special reserve fund)
- o Other (one-time discretionary grants to districts, etc.)
- o Crowdfunding (DonorsChoose, GoFundMe, etc.)
- o Donations (including donating personal money, monetary donations, books donated, etc.)
- o None of the above
- o I am not sure

24. What information would you like to share that was not asked in this library program evaluation tool (e.g., what you are most proud of, explanation of fund raising, description of how you split time between sites, what support would you like)? **Your answer**

Contact Information

Respondent information **Your answer**

- o Name:
- o Title:
- o Email:
- o Phone:
- o Library website URL:

In case we need to clarify any of your answers, please provide the appropriate contact information for the individual responsible for library services in your district. (In some cases, this may be the same individual as above.)

- o Name: Kelli Van Velkinburgh
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- o Phone: 909-580-6630