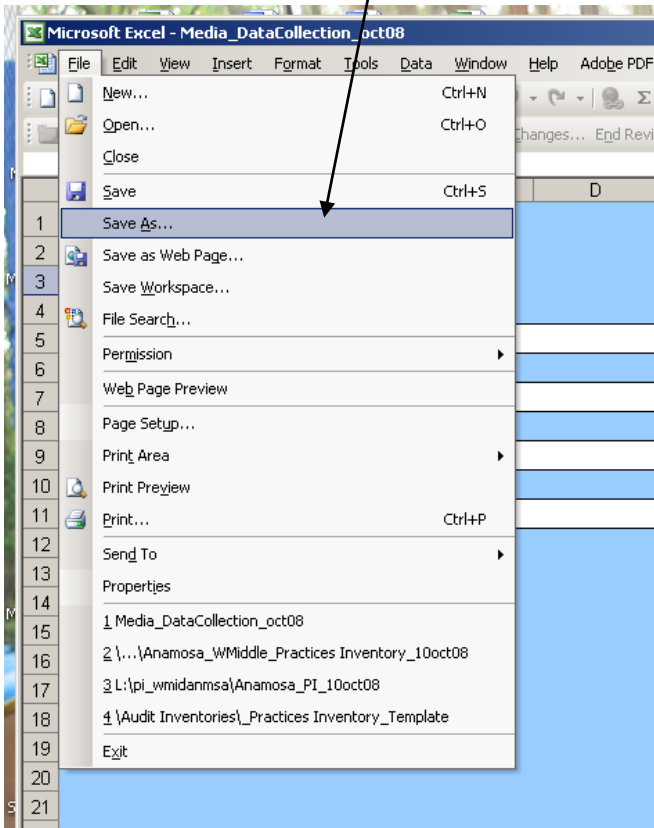


Media Data Collection Tool

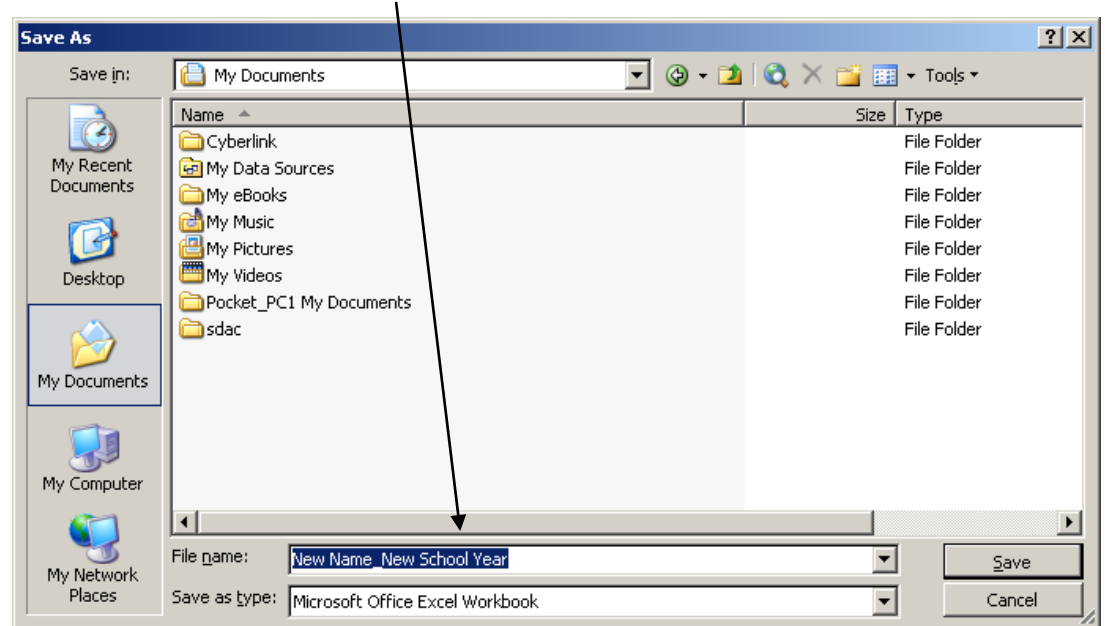
August, 2011

Before using this tool, make sure to make a copy of it so that you will have a clean, original version for future use.

Make a copy of this tool using “Save As...”

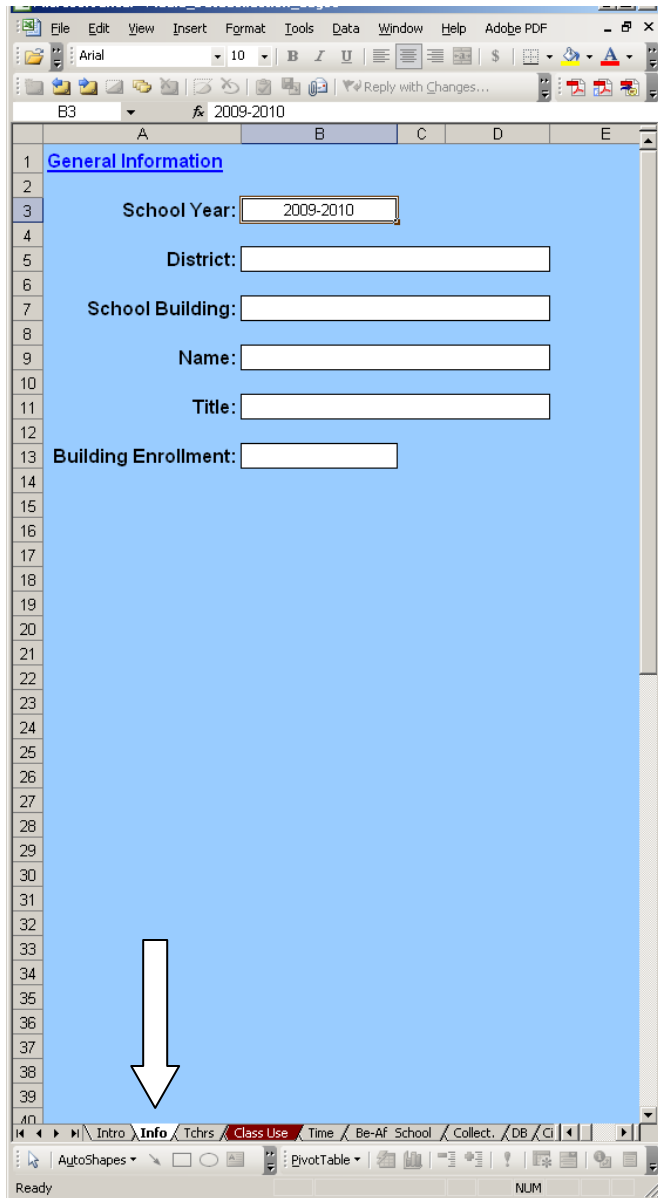


Type in new name and school year



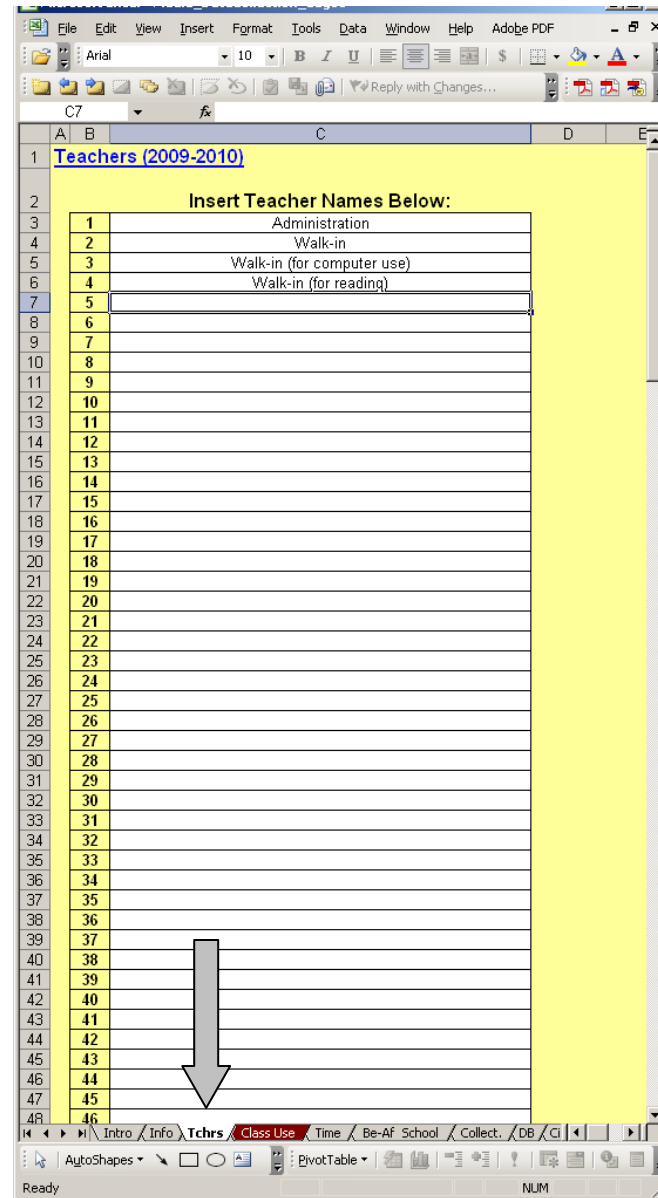
Info:

This tab collects basic demographic data for the current school year. Be sure to fill in the “School Year” box, as this information links to the other tabs in this workbook.



Tchrs:

This tab is where you will enter your teacher names. Teacher names must be entered in order to collect teacher data. There is room for up to 200 teachers. *Administration* and *Walk-in* are already entered for you.



Time:

Each week data related to Teacher Librarian hours are entered on this page. There is room for 52 weeks, and the column totals are calculated at the bottom (not shown in this image).

Week #	Teacher Librarian Hours per Week	Support Staff Hours per Week	Hours of Library Access per Week	Curriculum	Collaboration	Reading & Literacy	Library Instruction	Technical Support	Collection Development	Supervising Students	Shelving Books	Other Duties
Total:	0	0	0	0	0	0	0	0	0	0	0	0
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
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36												
37												
38												
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40												
41												
42												
38												

Be-Af School:

Each month the number of hours that were available before and after school are entered on this page. The total is calculated automatically. You can also enter the number of students and teachers that were served during those times.

	Total Hours Available Before/After School During the Month	Number of Students	Number of Teachers
August:	<input type="text"/>	<input type="text"/>	<input type="text"/>
September:	<input type="text"/>	<input type="text"/>	<input type="text"/>
October:	<input type="text"/>	<input type="text"/>	<input type="text"/>
November:	<input type="text"/>	<input type="text"/>	<input type="text"/>
December:	<input type="text"/>	<input type="text"/>	<input type="text"/>
January:	<input type="text"/>	<input type="text"/>	<input type="text"/>
February:	<input type="text"/>	<input type="text"/>	<input type="text"/>
March:	<input type="text"/>	<input type="text"/>	<input type="text"/>
April:	<input type="text"/>	<input type="text"/>	<input type="text"/>
May:	<input type="text"/>	<input type="text"/>	<input type="text"/>
June:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:	0.0	0	0

Collect.:

Media collection age information is entered on this page. The age increase/decrease is calculated automatically.

The screenshot shows a Microsoft Excel spreadsheet with the following structure:

- Worksheet Title:** Collection Development (2009-2010)
- Columns:** A, B, C, D, E, F, G, H, I, J, K
- Row 1:** Collection Development (2009-2010)
- Section 1: Average Age of Collection at Beginning of School Year (i.e. 2001)**
 - Section: 000-099 Generalities
 - Section: 100-199 Philosophy & Psychology
 - Section: 200-299 Religion
 - Section: 300-399 Social Sciences
 - Section: 400-499 Language
 - Section: 500-599 Natural Sciences & Math
 - Section: 600-699 Technology (Applied Sciences)
 - Section: 700-799 Arts
 - Section: 800-899 Literature & Rhetoric
 - Section: 900-999 Geography & History
 - Section: Fiction
 - Section: Biography
 - Section: Special Collections
 - Section: Reference
 - Section: Easy
 - Date This Information Was Entered: []
- Section 2: Average Age of Collection at End of School Year (i.e. 2004)**
 - []
 - []
 - []
 - []
 - []
 - []
 - []
 - []
 - []
 - []
 - []
 - []
 - []
 - []
 - []
 - []
 - []
- Section 3: Collection Age Increase/Decrease**
 - []
 - []
 - []
 - []
 - []
 - []
 - []
 - []
 - []
 - []
 - []
 - []
 - []
 - []
 - []
 - []
 - []

A large grey arrow points from the 'Date This Information Was Entered:' field to the 'Collect.' tab in the bottom navigation bar.

Microsoft Excel - Media_DataCollection_aug09

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

100% Arial 9 B I U

Reply with Changes... Egd Review...

C4

1 [Online Databases Use Statistics by Month \(2009-2010\)](#)

Month:	AP Images	Atomic Learning	DE Streaming	EBSCO	iCLIPART for Schools	LEARN360	SIRS Issues Researcher	World Book Web	School Subscriptions	Total Database Usage
August:										0
September:										0
October:										0
November:										0
December:										0
January:										0
February:										0
March:										0
April:										0
May:										0
June:										0
Total:	0	0	0	0	0	0	0	0	0	0

Intro / Info / Tchrs / Class Use / Time / Be-Af School / Collect. / DB / Circ. / Teach. Stats / Clctn / Min. / Min.% / Stdnt / Stdnt% / Visits

Draw AutoShapes

Ready

DB:

Each month the online database usage is entered on this page. The totals are calculated automatically.



Microsoft Excel - Media_DataCollection_aug09

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

100% Arial 9 B I U

Reply with Changes... Egd Review...

C7

1 [Circulation \(2009-2010\)](#)

Total Circulations by Section																					
Month:	Generalities	Philosophy & Psychology	Religion	Social Sciences	Language	Natural Sciences & Math	Technology (Applied Sciences)	Arts	Literature & Pictorial	Geography & History	Biography	Essay	Fiction	Special Collections	AV Materials	Inter-library Loan	Periodicals	Reference	Videos	Total Circulations	
August:	000.099	100.199	200.299	300.399	400.499	500.599	600.699	700.799	800.899	900.999											0
September:																					0
October:																					0
November:																					0
December:																					0
January:																					0
February:																					0
March:																					0
April:																					0
May:																					0
June:																					0
Total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Intro / Info / Tchrs / Class Use / Time / Be-Af School / Collect. / DB / Circ. / Teach. Stats / Clctn / Min. / Min.% / Stdnt / Stdnt% / Visits / Visits% / Cntrnt_Mo. / Prpse_Mo. / Cntrnt_Gra

Draw AutoShapes

Ready

Circ.:

Each month circulation data by section is entered on this page. The totals are calculated automatically.

Teach. Stats.:

The information on this page is updated automatically based on the information entered on the "Class Use" page. Unless teacher names are entered in "Tchrs" and selected in "Class Use", this page will not be populated.

Microsoft Excel - Media_DataCollection_aug09

File Edit View Insert Format Tools Data Window Help Adobe PDF

AC15 {=SUM((Class Use!\$F\$5:\$F\$4501=Tchrs!G13)*(Class Use!\$H\$5:\$H\$4501="Staff Training"))}

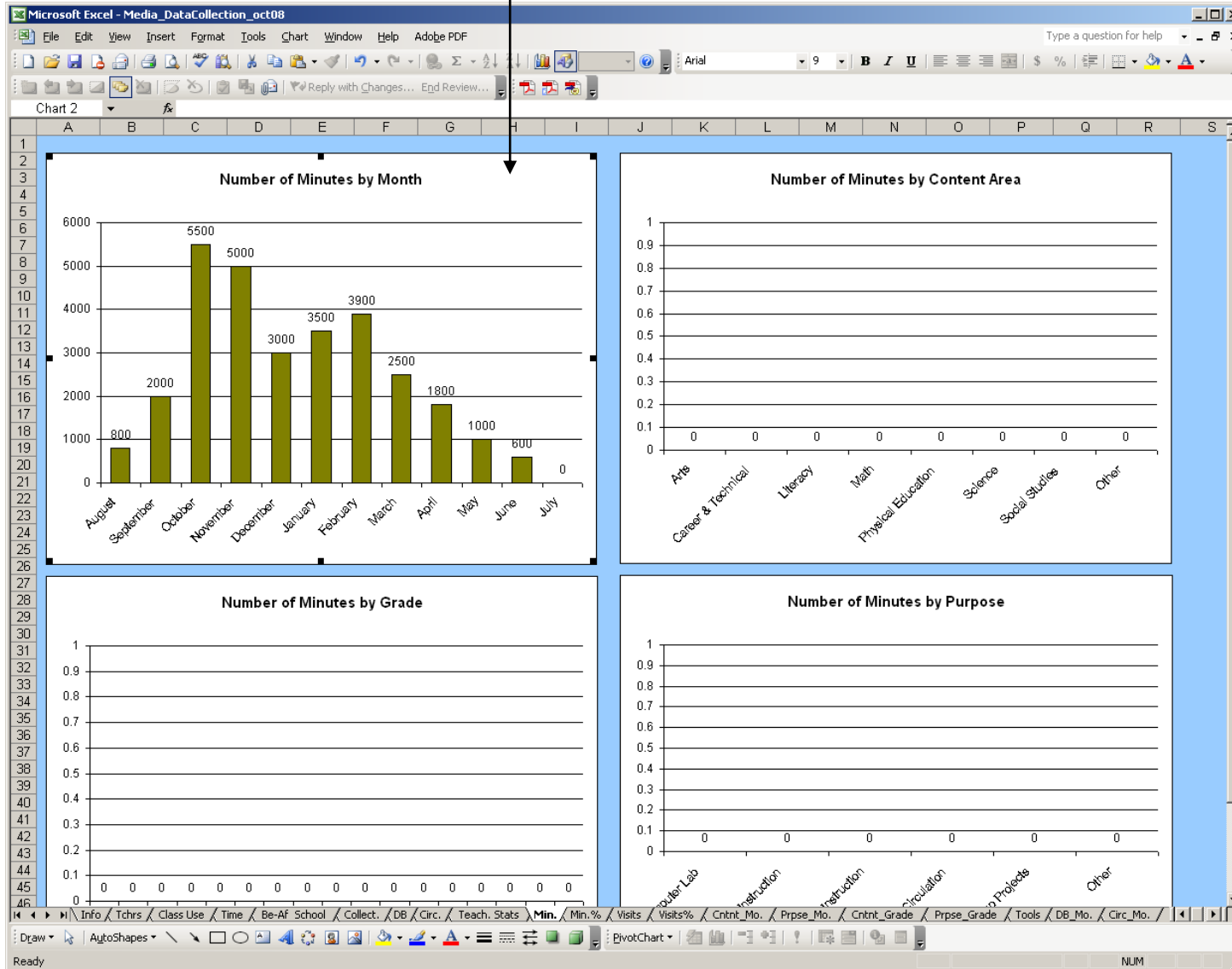
Teacher				Content Area											Purpose of Visit																
Teacher	# Minutes	# Students	# Visits	Arts	Career & Technical	Family/Consumer Sci.	Foreign Languages	Language Arts	Literacy	Math	Physical Education	Reading	Science	Social Studies	TAG	Other	Administrative Use	Book Fair	Book Talk	Circulation & Instruction	Circulation (No Instruction)	Computer Lab	Group Projects	Instruction (Planned)	Instruction (Unplanned)	Research	Staff Training	Story Time	Study Hall	Testing	Other
Total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1 Administration	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2 Walk-in	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3 Walk-in (for computer use)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4 Walk-in (for reading)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
22	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
28	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
29	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
31	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
32	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
33	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
34	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
35	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
36	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
37	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
38	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Intro / Info / Tchrs / Class Use / Time / Be-Af School / Collect. / DB / Circ. / Teach. Stats / Clctn / Min. / Min.% / Stndt / Stndt% / Visits / Visits% / Cntrnt_Mo. / Prpse_Mo. / Cntrnt_Grade / P

Ready NUM

To print a single graph, click in the white space of the desired graph and select “Print.”

To copy a graph into another document, click on the white space of the desired graph and select “Copy.” Go to the other document and select “Paste.”



Graph Label Overlap

You will notice that the pie chart labels overlap when there is no applicable data entered into the “Class Use” tab or when there is only data entered for a few labels. This is an issue with Microsoft Excel and, though it is not visually appealing, does not affect your data.

