

# P S E S

PURDUE SELF-EVALUATION SYSTEM  
FOR  
SCHOOL MEDIA CENTERS

Junior, Senior High School Catalog

by

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and

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## PURDUE SELF-EVALUATION SYSTEM

There are many facets of a media center program that can be measured. These might include facilities, staffing, budget, collection, circulation, etc. But many professionals agree that one of the more effective measures is to evaluate the services provided by the media staff to the users.

The Purdue Self-Evaluation System (PSES) for Media Centers, a service developed in the Media Sciences Section of Purdue University, offers media specialists an inexpensive yet thorough technique for involving teachers, students, and administrators in the evaluation of media center services.

The unique feature of PSES is that the media specialist may tailor-make the evaluation instrument to the service program of a specific media center. It may constitute one portion of a comprehensive planning and evaluation system or it may simply be exploratory in nature.

The catalog encompasses nine broad service categories: Accessibility, Awareness, Professional, Utilization, Planning, Acquisition, Production, Evaluation and Activity. The media specialist may wish to concentrate on a few categories or do a broad survey over all categories. The media specialist also may query one user group or several to include administrators, media staff, teachers, and students.

PSES measures the user's perception of both frequency and variety of services offered by the media center. The technique can also be used to compare the media staff's perception of the service program with any of the user group's perceptions. Media specialists are advised to select those items which match their own program objectives.

The catalog was developed originally in cooperation with the Indiana Department of Public Instruction in a survey of elementary school media centers during the 1974-75 school year. It has also been used in several doctoral dissertations including two in Indiana, one on grades 10-12 and one on grades 6-9. There is a certain amount of bias represented in this instrument toward services emphasized in the *Media Programs: District and School* (AASL & AECT: 1975); that is, both library and audiovisual services as well as instructional development services have been included.

Once the media specialist has chosen items from the catalog individualized questionnaires will be supplied for each user group to the school. Schools may then reproduce the questionnaires and collect the data (directions and answer sheets which can be machine scored will be provided). The data will be processed at Purdue and an item-by-item computerized comparison of the responses made by the media staff, teachers, students, and administrators will be sent to the school.

Schools may wish to bypass the Purdue computer services entirely and adapt parts of the catalog to their own measurement needs. The authors encourage this type of use as long as credit is given to the authors for items used from the catalog.

### *Item Selection*

Several reasons could influence a media specialist's choice of a particular item. For example, one might wish to offer a service and would like to "educate" the user to its possible implementation. The service chosen may be relatively new and the media staff wishes to check the awareness of the users as to its existence. The media specialist may also want to find out what segments of the user groups are taking advantage of a particular service. (For example, what percentage within each grade level takes advantage of a particular service.)

The master catalog contains services in nine different categories (Accessibility, Awareness, etc.). Three columns for media staff, teachers, and students, are beside each service statement. An "x" in a column indicates which group the statement may be used for; let us look at item #1, for example.

M T S

x x \_ The media center is used for class use upon teacher request.

This item may be selected to be answered by *either* the media staff, the teachers, or both. The item is not available for the student questionnaire.

The ITEM SELECTION SHEETS contain three columns: M = Media Staff; T = Teachers; S = Students. To select your item, merely check the appropriate item number of the ITEM SELECTION SHEET in the column desired. For example, on item #1, if you wish to have this item included on *both* your questionnaires, check the appropriate blanks. If you wish the item to appear only on the teacher questionnaire, check that blank.

Any item or part of an item may be selected. In like fashion, any category or part of category may be omitted. Items designed for use by the students have been personalized and simplified in language. (See Student Catalog) **DO NOT SELECT MORE THAN 150 ITEMS FOR THE MEDIA STAFF.** The recommended maximum number of items for teachers is 75; for students, 50.

Please note that all items you choose will be answered by all respondents on the following scale:

- A = Regularly
- B = Occasionally
- C = Rarely or never
- D = Don't know

*Cost*

The use of Purdue computer facilities will cost \$25.00 per school plus 4¢ per respondent. This amount pays for one copy of each questionnaire (media staff, teacher, and student), all op-scan answer sheets, data processing and analysis, and one copy of a final report. General guidelines for interpretation of the results will be provided. However, if the school wishes to have further interpretation and consultation concerning the analysis and steps for program improvement as a result of the research, the authors are available for consultation both by telephone conference call or by visitation.

If you want Purdue to process your data and prepare an item-by-item computerized comparison of the responses made by the media staff, teachers, and students, return only the ITEM SELECTION SHEETS to Dr. Janet G. Stroud. If comments or questions arise, contact Dr. Stroud at (317) 749-2902. Address all correspondence to:

Dr. Janet G. Stroud  
Media Sciences  
Education Building 112  
Purdue University  
West Lafayette, IN 47907

## ACCESSIBILITY SERVICES

### M T S

The media center is used for

1.    class use upon teacher request
2.    small groups upon teacher request
3.    individual student research
4.    individual student enjoyment

The media center is used for meetings of  
faculty

5.
6.    student organizations or activities
7.    administrators or school boards
8.    school-related parent groups

The media center provides books for

9.    temporary reserve collections for instructional units
10.    temporary room collections for instructional units
11.    permanent room or department collections

The media center provides AV materials for

12.    temporary reserve collections for instructional units
13.    temporary room collections for instructional units
14.    permanent room or department collections

The media center provides AV equipment for

15.    loan to teachers (1 day or less)
16.    loan to teachers (less than 30 days)
17.    temporary loan to department
18.    permanent loan to teachers
19.    permanent loan to department

Students use the media center

20.    before school
21.    after school

Teachers use the media center

22.    before school
23.    after school

Students take home from the media center

24.    books
25.    AV materials
26.    AV equipment

Students check out for building use

27.    books
28.    AV materials
29.    AV equipment

30.    Teachers *have time* to come to the media center.

## ACCESSIBILITY SERVICES (cont.)

M T S

31. X   X Students *have time* to come to the media center.
32. X X   Teachers have time to consult with the media staff.
33. X X X Books are kept in good condition.
34. X X X AV materials are kept in good condition.
35. X X X AV equipment is kept in good condition.
36. X   X Students use AV equipment in the media center.

## AWARENESS SERVICES

M T S

Teachers are given information about

37. X X   new AV equipment in the building
38. X X   new books and AV materials in the media center
39. X X   services available from the district media center (library)
40. X X   services available from the regional media center (library)
41. X X   services available from other libraries
42. X X   community resources (guests, field trips, etc.)
43. X X   existing media center services
44. X X   newly added media center services

Students are given information about

45. X   X new AV equipment in the media center
46. X   X new books and AV materials in the media center
47. X   X services available from the district media center (library)
48. X   X services available from the regional media center (library)
49. X   X services available from other libraries in the area
50. X   X community resources (guests, field trips, etc.)
51. X   X existing media center services
52. X   X newly added media center services

The media staff sponsors special programs for

53. X X   National Library Week, Book Week, etc.
54. X X   local events of importance
55. X X   national events
56. X X   school-public library cooperative efforts

The media staff promotes the media program via

57. X X   news releases
58. X X   radio or TV
59. X X   displays or bulletin boards
60. X X   programs for parents
61. X X   programs for administrators
62. X X   presentations to the school board
63. X X   presentations to community groups

## PROFESSIONAL SERVICES

M T S

The *school* media staff acquires for the professional collection

64. X X \_ books  
65. X X \_ periodicals  
66. X X \_ AV materials  
67. X X \_ research reports  
68. X X \_ curriculum guides

The *district* media staff acquires for the professional collection

69. X X \_ books  
70. X X \_ periodicals  
71. X X \_ AV materials  
72. X X \_ research reports  
73. X X \_ curriculum guides

The *regional* media staff acquires for the professional collection

74. X X \_ books  
75. X X \_ periodicals  
76. X X \_ AV materials  
77. X X \_ research reports  
78. X X \_ curriculum guides

In-service topics for teachers include

79. X X \_ integrating media center materials into instruction  
80. X X \_ utilizing media center services effectively  
81. X X \_ producing AV materials  
82. X X \_ utilizing AV equipment  
83. X X \_ existing media center services  
84. X X \_ newly added media center services

The media staff works with teachers/counselors to help

85. X X \_ improve student progress in learning  
86. X \_ X students with their personal problems  
87. X \_ X students make career decisions

## UTILIZATION SERVICES

M T S

Teachers are helped to locate materials in

88. X X \_ the media center collection  
89. X X \_ the various classroom collections

The media staff assists teachers by

90. X X \_ suggesting various uses of media center materials  
91. X X \_ locating materials of various difficulty and interest levels  
92. X X \_ demonstrating the versatility of AV equipment  
93. X X \_ aiding in the use of equipment and accessories

## UTILIZATION SERVICES (cont.)

M T S

Reference service in the media center is given *teachers* by

94.    answering simple questions (e.g., who wrote *Street Rod*)  
 95.    answering more complex questions  
 96.    requiring teachers to try to answer their own questions  
 97.    referring teachers to resources not in the media center

Reference service in the media center is given *students* by

98.    answering simple questions (e.g., who wrote *Street Rod*)  
 99.    answering more complex questions  
 100.    requiring students to try to answer their own questions  
 101.    referring students to resources not in the media center

Instruction in the use of the media center is

102.    given as a unit of instruction  
 103.    integrated into classroom instructional units  
 104.    given informally upon request

Instruction in the use of the media center is given *to*

105.    individual students  
 106.    small groups  
 107.    classes and/or large groups  
 108.    entering grade-level students  
 109.    new students

Instruction in the use of the media center is given *by*

110.    teacher and media staff in a team approach  
 111.    the teacher  
 112.    the media staff

*Group* guidance is given by the media staff through

113.    book or media talks on recreational materials  
 114.    book or media talks on materials for classwork  
 115.    distribution of materials lists  
 116.    displays, exhibits and/or bulletin boards

*Individual* guidance is given by the media staff through

117.    individualized materials lists  
 118.    help in the location of materials  
 119.    help in the selection of materials

The media staff engages in a program of

120.    reading guidance  
 121.    viewing guidance (visual literacy)  
 122.    listening guidance  
 123.    improvement of study habits  
 124.    development of critical thinking  
 125.    Help is given when AV equipment problems arise.



## PLANNING SERVICES

### M T S

- Media center staff assists teachers in unit planning by
126. X X \_ consulting *in advance* of unit presentation
127. X X \_ assisting in analysis of learning tasks
128. X X \_ helping formulate behavioral objectives
129. X X \_ gathering materials
130. X X \_ preparing bibliographies
131. X X \_ suggesting materials of appropriate difficulty
132. X X \_ suggesting materials at varying *interest levels*
133. X X \_ The media specialist consults with the curriculum committee.

## ACQUISITION SERVICES

### M T S

- Inter-library loans for *teachers* are provided from
134. X X \_ the district center collection
135. X X \_ other school media centers in the district
136. X X \_ public libraries in the area
137. X X \_ academic libraries in the area
138. X X \_ rental libraries
139. X X \_ regional media centers (libraries)
- Inter-library loans for *students* are provided from
140. X \_ X the district center collection
141. X \_ X other school media centers in the district
142. X \_ X public libraries in the area
143. X \_ X academic libraries in the area
144. X \_ \_ rental libraries
145. X \_ X regional media centers (libraries)
- The media staff purchases materials
146. X X \_ on recommendation of the teachers
147. X \_ X on recommendation of the students
- The media staff provides for the purpose of purchasing
148. X X \_ teacher previewing
149. X X \_ student previewing
150. X X \_ producers' catalogs
151. X X \_ published evaluations of materials
152. X X \_ published evaluations of equipment
- The media staff orders
153. X X \_ materials only at specified times
154. X X \_ individual orders upon request

## PRODUCTION SERVICES

### M T S

Which are produced by your *school* media staff?

- |      |          |          |          |   |
|------|----------|----------|----------|---|
| 155. | <u>X</u> | <u>X</u> | <u>X</u> | graphics (lettering, poster making, etc.) |
| 156. | <u>X</u> | <u>X</u> | <u>X</u> | slides                                    |
| 157. | <u>X</u> | <u>X</u> | <u>X</u> | videotapes                                |
| 158. | <u>X</u> | <u>X</u> | <u>X</u> | tape recordings                           |
| 159. | <u>X</u> | <u>X</u> | <u>X</u> | 8mm films                                 |
| 160. | <u>X</u> | <u>X</u> | <u>X</u> | radio programs                            |
| 161. | <u>X</u> | <u>X</u> | <u>X</u> | 16mm films                                |
| 162. | <u>X</u> | <u>X</u> | <u>X</u> | models and dioramas                       |
| 163. | <u>X</u> | <u>X</u> | <u>X</u> | transparencies                            |
| 164. | <u>X</u> | <u>X</u> | <u>X</u> | kits                                      |
| 165. | <u>X</u> | <u>X</u> | <u>X</u> | games                                     |
| 166. | <u>X</u> | <u>X</u> | <u>X</u> | filmstrips                                |
| 167. | <u>X</u> | <u>X</u> | <u>X</u> | learning packages                         |
| 168. | <u>X</u> | <u>X</u> | <u>X</u> | photocopies                               |
| 169. | <u>X</u> | <u>X</u> | <u>X</u> | mounted materials                         |
| 170. | <u>X</u> | <u>X</u> | <u>X</u> | laminated materials                       |
| 171. | <u>X</u> | <u>X</u> | <u>X</u> | printed or duplicated materials           |
| 172. | <u>X</u> | <u>X</u> | <u>X</u> | computer-assisted instruction             |
| 173. | <u>X</u> | <u>X</u> | <u>X</u> | programmed instruction                    |
| 174. | <u>X</u> | <u>X</u> | <u>X</u> | computer programs                         |

Which are produced by your *district* media staff?

- |      |          |          |           |   |
|------|----------|----------|-----------|---|
| 175. | <u>X</u> | <u>X</u> | <u>  </u> | graphics (lettering, poster making, etc.) |
| 176. | <u>X</u> | <u>X</u> | <u>  </u> | slides                                    |
| 177. | <u>X</u> | <u>X</u> | <u>  </u> | videotapes                                |
| 178. | <u>X</u> | <u>X</u> | <u>  </u> | tape recordings                           |
| 179. | <u>X</u> | <u>X</u> | <u>  </u> | 8mm films                                 |
| 180. | <u>X</u> | <u>X</u> | <u>  </u> | radio programs                            |
| 181. | <u>X</u> | <u>X</u> | <u>  </u> | 16mm films                                |
| 182. | <u>X</u> | <u>X</u> | <u>  </u> | models and dioramas                       |
| 183. | <u>X</u> | <u>X</u> | <u>  </u> | transparencies                            |
| 184. | <u>X</u> | <u>X</u> | <u>  </u> | kits                                      |
| 185. | <u>X</u> | <u>X</u> | <u>  </u> | games                                     |
| 186. | <u>X</u> | <u>X</u> | <u>  </u> | filmstrips                                |
| 187. | <u>X</u> | <u>X</u> | <u>  </u> | learning packages                         |
| 188. | <u>X</u> | <u>X</u> | <u>  </u> | photocopies                               |
| 189. | <u>X</u> | <u>X</u> | <u>  </u> | mounted materials                         |
| 190. | <u>X</u> | <u>X</u> | <u>  </u> | laminated materials                       |
| 191. | <u>X</u> | <u>X</u> | <u>  </u> | printed or duplicated materials           |
| 192. | <u>X</u> | <u>X</u> | <u>  </u> | computer-assisted instruction             |
| 193. | <u>X</u> | <u>X</u> | <u>  </u> | programmed instruction                    |
| 194. | <u>X</u> | <u>X</u> | <u>  </u> | computer programs                         |

## PRODUCTION SERVICES (cont.)

M T S

Which are produced by your *regional* media staff?

195.    graphics (lettering, poster making, etc.)  
196.    slides  
197.    videotapes  
198.    tape recordings  
199.    8mm films  
200.    radio programs  
201.    16mm films  
202.    models and dioramas  
203.    transparencies  
204.    kits  
205.    games  
206.    filmstrips  
207.    learning packages  
208.    photocopies  
209.    mounted materials  
210.    laminated materials  
211.    printed or duplicated materials  
212.    computer-assisted instruction  
213.    programmed instruction  
214.    computer programs

Teachers who want locally produced AV materials are provided

215.    facilities and equipment  
216.    supplies  
217.    help from the media staff  
218.    the finished product from the media staff

Students who want locally produced AV materials are provided

219.    facilities and equipment  
220.    supplies  
221.    help from the media staff  
222.    the finished product from the media staff

## EVALUATION SERVICES

M T S

The media center collection provides

223.    a variety of media to meet user needs  
224.    current material  
225.    enough material for the number of users  
226.    quality materials

## EVALUATION SERVICES (cont.)

M T S

- Together, teachers and media staff evaluate the success of
227.    class projects involving the media center
228.    small group projects involving the media center
229.    individual projects involving the media center
230.    library skills training for students
231.    jointly planned units of instruction
- The media staff provides *students* opportunities to evaluate
232.    the materials collection
233.    media center services
234.    media center facilities
235.    media center policies
- The media staff provides *teachers* opportunities to evaluate
236.    the materials collection
237.    media center services
238.    media center facilities
239.    media center policies

## ACTIVITY SERVICES

M T S

- In the media center, students
240.    read or look at books
241.    read magazines and newspapers
242.    look at AV materials in large groups
243.    look at AV materials in small groups
244.    look at AV materials as individuals
245.    listen to recordings in large groups
246.    listen to recordings in small groups
247.    listen to recordings as individuals
248.    play games (educational, chess, etc.)
249.    find materials and information for school subjects
250.    make AV materials
251.    make printed materials
252.    tutor other students
253.    meet, talk, or listen to community resource persons
254.    select materials to borrow
255.    learn to operate AV equipment
256.    study with other students
257.    discuss materials
258.    participate in library clubs or media organizations
259.    use computer-assisted instruction
260.    view displays and exhibits

ACTIVITY SERVICES (cont.)

M T S

In the media center, teachers

- |      |          |          |           |   |
|------|----------|----------|-----------|---|
| 261. | <u>X</u> | <u>X</u> | <u>  </u> | have access to recreational materials   |
| 262. | <u>X</u> | <u>X</u> | <u>  </u> | socialize with colleagues               |
| 263. | <u>X</u> | <u>X</u> | <u>  </u> | have a place to 'get away from it all'  |
| 264. | <u>X</u> | <u>X</u> | <u>  </u> | engage in unit planning with colleagues |
| 265. | <u>X</u> | <u>X</u> | <u>  </u> | eat and drink                           |

## JUNIOR, SENIOR HIGH ITEM SELECTION SHEETS

If you wish to use Purdue's computer facilities to assist you in producing individualized questionnaires and data analysis, return these ITEM SELECTION SHEETS to Dr. Janet Stroud at Purdue University.

Check the items you would like the media staff, teachers, and students to evaluate. If you want the administrative staff included, they will be answering the media staff questionnaire. Try to select the number of items for teachers and students that you feel they will have time to answer.

NAME \_\_\_\_\_

School name and address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Approximate number of teachers in your building \_\_\_\_\_

Number of home rooms or sections in each grade from which you wish to gather data.

_____ 2	_____ 5	_____ 8	_____ 11
_____ 3	_____ 6	_____ 9	_____ 12
_____ 4	_____ 7	_____ 10	

Approximate number of students in each section \_\_\_\_\_

Please list below all paid library and AV staff

Name	Position (Professional, technical, clerical)
------	--

_____	_____
_____	_____
_____	_____
_____	_____

Return these ITEM SELECTION SHEETS to

Dr. Janet G. Stroud  
Media Sciences  
Education Building 112  
Purdue University  
West Lafayette, IN 47907

**ACCESSIBILITY**

	MS	T	S
1.	___	___	
2.	___	___	
3.	___	___	
4.	___	___	
5.	___	___	
6.	___		___
7.	___		
8.	___		
9.	___	___	
10.	___	___	
11.	___	___	
12.	___	___	
13.	___	___	
14.	___	___	
15.	___	___	
16.	___	___	
17.	___	___	
18.	___	___	
19.	___	___	
20.	___		___
21.	___		___
22.	___	___	
23.	___	___	
24.	___		___
25.	___	___	
26.	___	___	
27.	___	___	
28.	___	___	
29.	___	___	

	MS	T	S
30.	___	___	
31.	___		___
32.	___	___	
33.	___	___	___
34.	___	___	___
35.	___	___	___
36.	___		___

	MS	T	S
57.	___	___	
58.	___	___	
59.	___	___	
60.	___	___	
61.	___	___	
62.	___	___	
63.	___	___	

**AWARENESS**

37.	___	___	
38.	___	___	
39.	___	___	
40.	___	___	
41.	___	___	
42.	___	___	
43.	___	___	
44.	___	___	
45.	___		___
46.	___		___
47.	___		___
48.	___		___
49.	___		___
50.	___		___
51.	___		___
52.	___		___
53.	___	___	
54.	___	___	
55.	___	___	
56.	___	___	

**PROFESSIONAL**

64.	___	___	
65.	___	___	
66.	___	___	
67.	___	___	
68.	___	___	
69.	___	___	
70.	___	___	
71.	___	___	
72.	___	___	
73.	___	___	
74.	___	___	
75.	___	___	
76.	___	___	
77.	___	___	
78.	___	___	
79.	___	___	
80.	___	___	

MS	T	S	MS	T	S	MS	T	S
81.	—	—	109.	—	—	135.	—	—
82.	—	—	110.	—	—	136.	—	—
83.	—	—	111.	—	—	137.	—	—
84.	—	—	112.	—	—	138.	—	—
85.	—	—	113.	—	—	139.	—	—
86.	—	—	114.	—	—	140.	—	—
87.	—	—	115.	—	—	141.	—	—
			116.	—	—	142.	—	—
<b>UTILIZATION</b>			117.	—	—	143.	—	—
88.	—	—	118.	—	—	144.	—	—
89.	—	—	119.	—	—	145.	—	—
90.	—	—	120.	—	—	146.	—	—
91.	—	—	121.	—	—	147.	—	—
92.	—	—	122.	—	—	148.	—	—
93.	—	—	123.	—	—	149.	—	—
94.	—	—	124.	—	—	150.	—	—
95.	—	—	125.	—	—	151.	—	—
96.	—	—				152.	—	—
97.	—	—	<b>PLANNING</b>			153.	—	—
98.	—	—	126.	—	—	154.	—	—
99.	—	—	127.	—	—			
100.	—	—	128.	—	—	<b>PRODUCTION</b>		
101.	—	—	129.	—	—	155.	—	—
102.	—	—	130.	—	—	156.	—	—
103.	—	—	131.	—	—	157.	—	—
104.	—	—	132.	—	—	158.	—	—
105.	—	—	133.	—	—	159.	—	—
106.	—	—				160.	—	—
107.	—	—	<b>ACQUISITION</b>			161.	—	—
108.	—	—	134.	—	—	162.	—	—



	MS	T	S		MS	T	S	EVALUATION		
								MS	T	S
163.	___	___	___	193.	___	___				
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PLEASE RETURN TO:

Dr. Janet G. Stroud  
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 West Lafayette, IN 47907

# P S E S

PURDUE SELF-EVALUATION SYSTEM  
FOR  
SCHOOL MEDIA CENTERS

Junior, Senior High School  
Student Catalog

by

DAVID V. LOERTSCHER

and

JANET G. STROUD

## **ACCESSIBILITY SERVICES – Student Catalog**

The media center is used for

6. student meetings and activities

I use the media center

20. before school
21. after school

I take home from the media center

24. books
25. AV materials
26. AV equipment

For use in the building, I check out

27. books
28. AV materials
29. AV equipment

31. I *have time* to come to the media center.
33. The media center's books are kept in good condition.
34. The media center's AV materials are kept in good condition.
35. The media center's AV equipment is kept in good condition.
36. I use AV equipment in the media center.

## **AWARENESS SERVICES – Student Catalog**

I am given information about

45. new AV equipment in the media center
46. new books and AV materials in the media center
47. services available from the district media center (library)
48. services available from the regional media center (library)
49. services available from other libraries in the area
50. community resources (guests, field trips, etc.)
51. existing media center services
52. newly added media center services

## **PROFESSIONAL SERVICES – Student Catalog**

The media staff helps me

86. with my personal problems
87. make career decisions

## **UTILIZATION SERVICES – Student Catalog**

The media staff helps me by

98. answering simple questions (e.g., who wrote *Street Rod*)
99. answering harder questions

## **UTILIZATION SERVICES – Student Catalog (Cont.)**

The media staff helps me by

100. asking me to try to answer my own questions
101. sending me to people or materials outside the media center

The media staff helps my group by

113. discussing recreational materials with us
114. giving talks on materials for classwork
115. handing out lists of materials
116. making displays and bulletin boards

The media staff helps me

117. by giving me lists of materials
  118. find materials
  119. choose materials
125. I receive help when AV equipment problems arise.

## **ACQUISITION SERVICES – Student Catalog**

I receive inter-library loans from

140. the district center collection
141. other school media centers in the district
142. public libraries in the area
143. college libraries in the area
145. regional media centers (libraries)

The media staff will buy materials

147. I ask for

## **PRODUCTION SERVICES – Student Catalog**

Our school media center makes

155. graphics (lettering, poster making, etc.)
156. slides
157. videotapes
158. tape recordings
159. 8mm films
160. radio programs
161. 16mm films
162. models and dioramas
163. transparencies
164. kits
165. games
166. filmstrips
167. learning packages
168. photocopies
169. mounted materials

## **PRODUCTION SERVICES – Student Catalog (Cont.)**

Our school media center makes

- 170. laminated materials
- 171. printed or duplicated materials
- 172. computer-assisted instruction
- 173. programmed instruction
- 174. computer programs

If I want AV materials *made*, the media staff

- 219. gives me space and equipment
- 220. gives me supplies
- 221. gives me help
- 222. does it for me

## **EVALUATION SERVICES – Student Catalog**

The media center collection has

- 223. a variety of media to meet my needs
- 224. current material
- 225. enough material for the number of users
- 226. quality materials

The media staff gives me a chance to evaluate

- 232. the materials collection
- 233. media center services
- 234. media center facilities
- 235. media center rules

## **ACTIVITY SERVICES – Student Catalog**

In the media center, I

- 240. read or look at books
- 241. read magazines and newspapers
- 242. look at AV materials in large groups
- 243. look at AV materials in small groups
- 244. look at AV materials by myself
- 245. listen to recordings in large groups
- 246. listen to recordings in small groups
- 247. listen to recordings by myself
- 248. play games (educational, chess, etc.)
- 249. find materials and information for school subjects
- 250. make AV materials
- 251. make printed materials
- 252. help other students
- 253. meet, talk, or listen to visitors
- 254. select materials to borrow
- 255. learn to operate AV equipment

## ACTIVITY SERVICES – Student Catalog (Cont.)

In the media center, I

- 256. study with other students
- 257. discuss materials
- 258. participate in library clubs or media organizations
- 259. use computer-assisted instruction
- 260. view displays and exhibits

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