



A Newsletter of the Wisconsin Division for Libraries, Technology, and Community Learning

Wisconsin school library impact study begins

By **Kate Bugher**, School Library Media Consultant
Instructional Media and Technology Team

With Superintendent Elizabeth Burmaster's approval of \$80,000 in LSTA funding, a Wisconsin School Library Impact Study has begun. The study will be conducted by Dr. Ester Smith, EGS Research & Consulting, Austin, Texas. Dr. Smith is the principal researcher responsible for the 2001 Texas school library study: *Texas School Libraries: Standards, Resources, Services, and Student Performance*, and a study for the Texas State Library and Archives Commission on the effectiveness of the LSTA Five-Year Strategic Plan.

The main focus of the Wisconsin study will be to examine the direct relationship between school library media and technology programs, the leadership and instructional roles played by school library media specialists, and the impact of both on student achievement and learning. While similar studies have been conducted in several other states, they have focused primarily on the elementary level; this study will assess the entire spectrum of the PK-12 learning environment.

Wisconsin is unique in that a model for the teaching and learning of information and technology literacy within daily content instruction delivered by a collaborative team of the library media specialist and the classroom teacher has been supported for several years. Along with the dissemination of the academic standards for the content areas, DPI developed *Wisconsin's Model Academic Standards for Information and Technology Literacy, the Information & Technology Standards Matrix*, and *Information & Technology Literacy: A Collaborative Planning Guide for Library Media & Technology*. These publications have provided schools with guidelines for collaborative planning and ideas for a unified approach to the delivery of information and technology programming with the desired result of equal access to knowledge and opportunity for improved student achievement. Student scores on the Wisconsin Knowledge and Concepts Exams (WKCE) for grades 4, 8, and 10; the Wisconsin Reading Comprehension Test-

Grade 3 (WRCT); and additional grade levels for the CTB/Terra Nova will be used to gather required data and information. The study will correlate data of student achievement scores on these standardized tests with the presence of the school library media specialist collaboratively teaching the ITLS with classroom teachers.

Previous research studies have documented the positive impact on achievement when students have access to full-time library media and technology specialists and library resources. Empirical evidence shows there is a growing number of Wisconsin schools districts that employ only one certified library media specialist who is responsible for all schools in the district and that many schools have less than a half-time library media specialist with little or no paraprofessional assistance. In addition to studying the impact of adequate staffing on student learning, the study will examine the impact of decreasing numbers of school library media specialists on the use of public library resources in these districts.

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Preservation of electronic documents focus of grant projects

By Sally Drew, Director
Reference and Loan Library

The Reference and Loan Library is currently involved in three federal grant projects with a focus on capturing and preserving state government publications from state agency websites and is also undertaking a pilot program of actual archiving and preservation.

University of Illinois – Capturing E-Publications (CEP) Project

The Graduate School of Library and Information Science at the University of Illinois Urbana/Champaign received an Institute of Museum and Library Services (IMLS) National Leadership grant for two years beginning October 1, 2003 to demonstrate a national model and provide the tools for online state document capture and preservation. The tools developed have been provided to other states and assistance in implementation has been given. Project staff agreed to capture and archive Wisconsin state government websites and store the information in Illinois in order to experiment with the Dublin Core metadata present on the sites. Wisconsin state websites will be

captured for about a year and a half before the project ends and the content will be available to the Reference and Loan Library staff.

Exploring Collaborations to Harness Objects in a Digital Environment for preservation (ECHO DEPOSITORY) Project

The University of Illinois at Urbana-Champaign also received funding from the National Digital Information Infrastructure program (NDIIPP). Project partners include OCLC, Michigan State University, Tufts University, the National Center for Supercomputing Applications, and the state libraries in Arizona, Connecticut, Illinois, North Carolina and Wisconsin. The project activities include:

1. Articulating a rationale and methodology for selecting digital materials, whether web-accessible or not, as aggregates, rather than at the item level, based on archival principles, and using provenance, functional analysis, and context analysis to facilitate metatagging for retrieval.
2. Building software to facilitate selection and preservation of digital materials that is based on

that methodology and that can be scaled for varying degrees of human intervention to complement the automated rules.

3. Installing, configuring, and testing open-source and commercial digital repositories to evaluate the strengths and weaknesses of each with regard to types of content, user and uses, interoperability, implementation of standards, and technical requirements. Architectures to be tested include DSpace, FEDORA, Greenstone, Eprints, and the OCLC Digital Archive).
4. Researching techniques to migrate the semantic content of documents (and document structures) across generations of encoding schemes.

Sally Drew and Abby Swanton, Document Depository Program librarian, attended meetings with the project participants in Illinois and Ohio to develop the framework for the preservation activities and will be testing the tools developed by OCLC this summer.

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Impact study — from page 1

Two school-based surveys will be administered. The first survey will be delivered electronically to all certified school library media specialists in Wisconsin. A second survey will be delivered to selected grade-level teachers and their students at 75 randomly selected schools representing large, mid-size and small urban and rural populations, with a follow-up case

study conducted in the fall. The survey data, along with various test scores and district statistics, will be collected and analyzed over the summer months into the fall. This qualitative and quantitative data will be correlated with the case study findings. A final report is scheduled to be completed at the end of 2005 with dissemination beginning in early 2006. ☼

Channel

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Send comments about bylined articles to the authors. Direct other content inquiries to editor Roslyn Wise at (608) 266-6439 (roslyn.wise@dpi.state.wi.us). To make mailing list changes, contact Peg Branson at (608) 266-2413 (peg.branson@dpi.state.wi.us).

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Library of Congress Training for State Delegations

The Library of Congress also received NDIP funding to introduce a tool kit designed to help states assess their preservation capabilities, improve strategies, and target governmental digital content for collection. The Wisconsin delegation will include representation from the Division for Libraries, Technology, and Community Development, the Department of Administration, and the Wisconsin Historical Society. The first round of workshops will take place in April and May and the second round from June to December.

Wisconsin OCLC Digital Archive Project

Reference and Loan Library staff purchased Access to the OCLC Digital Archive in order to begin archiving and preserving Wisconsin state government electronic information. The number of state documents published in paper has gradually diminished over the last several years and valuable state government information has already been lost. Staff has been trained by OCLC and has begun to archive website information for the Department of Public Instruction and other state government agencies. Partners in the Digital Archive Project are the Wisconsin Historical Society and the Legislative Reference Bureau. The Reference and Loan Library staff has worked with the Wisconsin Public Records Forum to develop criteria for the types of materials to be archived and preserved and has begun to work with several state agencies. Staff plan to archive older publications from the Department of Public Instruction website during the summer when the Department's website is being redesigned. ☼

Statewide Resource Contacts

Cooperative Children's Book Center

4290 Helen C. White Hall, 600 N. Park St., Madison, WI 53706
 ccbinfo@education.wisc.edu www.education.wisc.edu/ccbc/
 Kathleen Horning, Director (608) 263-3720

Milwaukee Public Library/Interlibrary Loan

814 West Wisconsin Avenue, Milwaukee, WI 53233-2385
 Brian Hannemann, Interlibrary Loan Librarian (414) 286-3082

WILS/Interlibrary Loan

728 State Street, Rooms 464 and B106B, Madison, WI 53706-1494
 schneid@wils.wisc.edu http://www.wils.wisc.edu/
 Kathy Schneider, Director (608) 263-2773

Wisconsin Regional Library for the Blind and Physically Handicapped

813 West Wells Street, Milwaukee, WI 53233-1436
 http://www.dpi.state.wi.us/dpi/dltcl/rll/lbphinfo.html
 Marsha Valance, Regional Librarian (800) 242-8822

Division for Libraries, Technology, and Community Learning

Wisconsin Department of Public Instruction,
 125 South Webster St., P.O. Box 7841, Madison, WI 53707-7841;
 (800) 441-4563, fax (608) 267-1052
 www.dpi.state.wi.us/dltcl/

Richard Grobschmidt
 Division Administrator (608) 266-2205

Public Library Development Team

Michael Cross, Director 267-9225
Robert Bocher, Consultant
 Technology 266-2127
Peg Branson, Consultant
 LSTA and Continuing Education 266-2413
John DeBacher, Consultant
 Public Library Administration 266-7270
Barbara Huntington, Consultant
 Public Library Youth and Special Services 267-5077
Alan Zimmerman, Consultant
 Public Library System Administration & Finance 266-3939

Instructional Media and Technology Team

Kate Bugher, School Library Consultant
 Instructional Media and Technology 267-9287
Barry Golden, Education Consultant
 Evaluating States Education Technology Programs 267-2373
Stuart Ciske, Technology Consultant
 Instructional Technology Planning & Integration 267-9289
Arun Marathe, IS Specialist
 Evaluation States Education Technology Programs 266-1924
Robert Roy, Technology Consultant
 Enhancing Education through Technology 261-6332
Stephen Sanders, Education Consultant
 Instructional Technology Program 266-7112
Donna Steffan, Technology Consultant
 Information & Technology Literacy Standards & Integration 267-1282

DPI Library & Statistical Information Center

Kay Ihlenfeldt, Team Leader 266-3108
Patricia Stutz, Library Services Assistant 267-1289

Interlibrary Loan and Resource Sharing Team

2109 S. Stoughton Rd., Madison, WI 53716; fax 224-6178
Sally J. Drew, Director 224-6161
Circulation Desk 224-6169
Mary Clark, Coordinator
 Resource Sharing Technology 224-6179
Loretta Harmatuck
 Government Services 224-6165
Mary Struckmeyer, Coordinator
 Reference and Interloan 224-6168
Willen Tretheway
 Audiovisual and Technical Services 224-6171
Terry Wilcox
 Interlibrary Loan Services 224-6163
Vickie Long
 WISCAT User Support 224-5394

To send e-mail, use the following format (all lowercase letters):
 firstname.lastname@dpi.state.wi.us

Wisconsin Child Care Information Center

Lita Haddal, Director (800) 362-7353 or (608) 224-5388

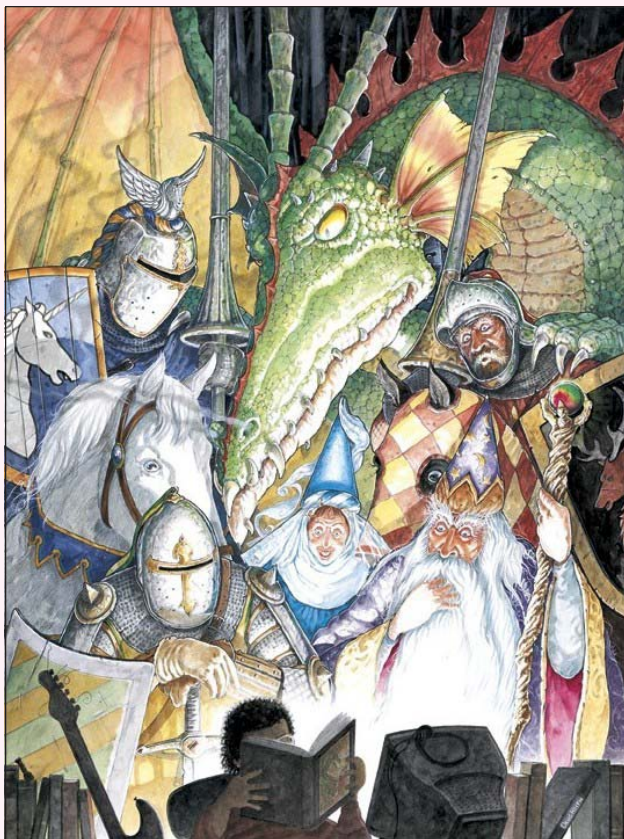
Summer reading program promotions announced

By Barb Huntington,
Public Library Youth and
Special Services Consultant,
Public Library Development Team

The Division for Libraries, Technology, and Community Learning sponsors the annual statewide children's summer reading program, conducted by libraries throughout the state. The theme for 2005 is "Dragons, Dreams & Daring Deeds." The children's poster art work this year was done by award-winning illustrator, Steven Kellogg. The corresponding teen theme is "Joust Read" with art by illustrator, Doug Keith. Public libraries plan activities all summer that tie-in with the themes and involve reading, crafts, guest presenters, and other activities.



Wisconsin belongs to a collaborative of 31 states that work together to produce quality support materials for their summer library programs. The Collaborative Summer Library Program (CSLP) works with a vendor to provide high quality support materials at reasonable costs.



CSLP has created a video public service announcement (PSA) to promote the program. This PSA was produced by director, Christopher Tappas, who originated the "Got Milk?" commercials on television. In this year's PSA a young girl wanders through the aisle of a store reading a book. A squire runs by carrying a chicken, she meets a giant in the produce department, and an ice princess in the frozen food aisle. She is warned continually to beware of the Black Knight. As her mother calls her, the Black Knight walks up behind her and snaps off the feathered tip of an arrow for her to use as a bookmark. She steps from the grocery store into a library as the title of the program is announced. To view the PSA, go to the CSLP web page at www.cslp-reads.org. The Department of Public Instruction sent copies to all the Wisconsin network television stations. Librarians across the state are taking copies to their local cable stations, using them for school visits, and showing the clip in-house.

Please see Summer reading — on page 5

State superintendent appoints LSTA Advisory Committee members

By Peg Branson, LSTA and Continuing Education Consultant
Public Library Development Team

State Superintendent Elizabeth Burmaster announced new appointments to the LSTA (Library

Burmaster approves 2006 preliminary LSTA grant program, budget

By Peg Branson, LSTA and Continuing Education Consultant
Public Library Development Team

State Superintendent Elizabeth Burmaster approved the Library Services and Technology Act (LSTA) grant program and preliminary budget for 2006. The LSTA funds will, once again, facilitate experimentation, demonstration, and enhanced library services in Wisconsin.

Among the grant categories available for funding in 2006 are:

- * Library System Technology Projects — \$375,000 (noncompetitive)
- * Shared Integrated Library Information Systems — \$300,000 (noncompetitive)
- * Virtual Reference — \$66,000 (noncompetitive)
- * Delivery Services — \$75,000 (noncompetitive)
- * Literacy — \$275,000 (competitive)
- * Seniors/Sensory Disabilities — \$78,200 (competitive)
- * Library Card Sign-Up — \$75,000 (competitive)

LSTA applications for 2006 are due September 9, 2005, and must be submitted online. Additional information on the LSTA grant categories, including the *LSTA Information and Guidelines for Wisconsin 2006*, is available on the LSTA website at <http://www.dpi.state.wi.us/dpi/dltcl/pld/pdf/guide06.pdf>. ☼

Services and Technology Act) Advisory Committee in March. The new members are Terrance Burton, Director, Ebling Health Science Library, UW-Madison; Paula Kiely, Deputy City Librarian, Milwaukee Public Library; Paul Onufrak, Automation Librarian, Eastern Shores Library System; and Elizabeth Richmond, Associate Professor/Reference Librarian, UW-Eau Claire.

Continuing members of the committee are Rebecca Berger, Director, Door County Library; Walter Burkhalter, Director, Mid-Wisconsin Federated Library System; Fred Marini, District Media Director, Melrose-Mindoro School District; Rhonda Puntney, Youth Services/ Special Needs Coordinator, Lakeshores Library

System; Veronica Thompson, Library Media Specialist, Rufus King High School, Milwaukee; Anne Iwata, Technology Research Consultant, Wisconsin Department of Administration; Jessica MacPhail, Director, Racine Public Library; Ida Nemec, Director, Plum Lake Public Library; and David Polodna, Director, Winding Rivers Library System.

Members on the committee serve staggered three-year terms. The committee advises the state superintendent and the Division for Libraries, Technology, and Community Learning on the development of the long-range plan for the LSTA program, annual grant priorities and categories, and applications and recommendations for grant awards. ☼

Summer reading — from page 4

In addition librarians were offered free radio PSAs they can take to their local radio stations. One of the radio spots is a poem written by Ron Anderson, DPI Publications Editor, who recorded a series of spots tailored for Wisconsin, as well as more general ones for CSLP.

These radio spots can be accessed through the DLTCCL web page at www.dpi.state.wi.us/dltcl/pld/slp.html.

The Division will offer two state-sponsored incentives this year. Libraries were offered free passes for their young readers to attend the Bristol Renaissance Faire on weekends throughout the summer. In addition, young readers can receive a pass that will offer free admission to all twenty-two

historic home museums that are part of a promotion called, "Wisconsin's Castles in Their Times." Each historic home museum will mark the pass and children may use it to visit the rest of the home museums. More information about both incentives can be found at the DLTCCL web page listed previously.

In Wisconsin, 156,155 children participated in their local summer library program in 2004, by reading or having books read to them. Almost 377,000 children and their families attended programs sponsored by their local libraries last summer. There was a thirteen percent increase in participation last summer by children age five and under compared to 2003. ☼

Depository libraries shed light on Wisconsin government

Governor Doyle issued a proclamation declaring March 13-19th to be Sunshine Week in Wisconsin. This proclamation was part of a nationwide initiative launched by the American Society of Newspaper Editors to promote discussion about the importance of open access to government information.

Although Sunshine Week is past, Wisconsin Document Depository Program (WDDP) librarians work everyday to make state government information freely and easily accessible to citizens of the state and of the world.

“A popular government without popular information, or the means of acquiring it, is but as prologue to a farce or a tragedy; or perhaps both. Knowledge will forever govern ignorance: and a people who mean to be their own governors, must arm themselves with the power which knowledge gives.” – James Madison

“Information is the currency of democracy” – Thomas Jefferson

The freedom to access government information is a fundamental pillar of our democracy. Wisconsin has a proud tradition of honoring the goal of open and accessible state government. The Wisconsin Document Depository Program, administered by the Department of Public Instruction, exemplifies Wisconsin’s longstanding commitment to open government.

For over a century, the Wisconsin Document Depository Program has distributed public documents to libraries. Wisconsin state agencies are required by statute to deposit copies of their publications to the Dept. of Public Instruction’s Reference and Loan Library for distribution to libraries throughout the state. The Depository Program currently distributes publications to 48 Wisconsin libraries and the Library of Congress. The Wisconsin Historical Society and the Legislative Reference Bureau are the oldest depository libraries. These two libraries continue to receive the most comprehensive collection of Wisconsin state agency publications.

The Wisconsin Document Depository Program distributes approximately two thousand titles a year to depository libraries. Among these titles are annual and biennial reports, audits, evaluations and budget documents that shed light on the operation of government programs and services. The Depository Program also distributes planning documents and environmental and agricultural impact statements that alert the public about proposed changes that will affect their communities. These documents are required by law to be available to the public, but they would not be widely available across the state if it were not for the Depository Program. Depository libraries not only help citizens stay informed about current government activities, they also maintain an historic record of what has transpired in the past. These collections are indispensable for journalists, policy analysts and citizens seeking to understand how government decisions have been made.

Depository librarians actively facilitate outreach from state agencies to the public too. Librarians at the Reference and Loan Library regularly communicate with state employees to request new publications and to educate them about the Depository Program requirements. Many agencies operate programs that disseminate information as part of their mission, such as the Dept. of Health and Family Services’ Bureau of Health Information. By distributing the Bureau’s publications through the depository libraries, the Depository program helps fulfill their agency’s goals and those of other agencies too. As online access to government information has become more prevalent, librarians worked with state agency webmasters to help them standardize the coding of their web pages so that members of the public could more readily find these documents through the state portal’s search engine. Library groups, such as Wisconsin Library Association’s Government Information Round Table, frequently invite state agency representatives to speak at conferences to discuss how to locate and use government information resources, so that librarians can better inform the public.

The department is proud of the Wisconsin Document Depository Program’s role in sustaining open government in Wisconsin. We are committed to supporting the public’s right to know through access to government publications made available at libraries around the state.

For more information about the Wisconsin Document Depository and a map showing the location of the depository library nearest you, see <http://www.dpi.state.wi.us/dpi/dltcl/rll/inddep.html>

For more information about Sunshine Week activities, see www.sunshineweek.org. ☺

Wisconsin library media specialists receive NBPTS certification

By **Kate Bugher**, School Library Media Consultant
Instructional Media and Technology Team

Wisconsin is proud to announce that three school library media specialists acquired the prestigious National Board for Professional Teacher Standards (NBPTS) certification in 2004. Nancy Biese, Corey Hansen, and Karen Reusch completed the arduous, yet fulfilling process and received their certification this past fall. They join fellow school library media specialists Bobbie Kuchta (2001), Gail Kuhl and Linda Brokish (2003) as the only Wisconsin library media specialists to achieve this standing which also provides them with the Master Educator license in the state. Each of these people undertook this process at very different points in their professional careers. Why did they do it? What was in it for them? Here's what the recipients had to say, in their own words.

Nancy Biese, Menasha High School
(27 years experience)

My decision to undergo the National Board for Professional Teacher Standards assessment came quickly and easily. I envisioned dual opportunities in both personal achievement and professional growth.



Nancy Biese

I felt the process would assist me in affirming and demonstrating that my knowledge and ability to teach, based on the high standards of library media professional practice, resulted in greater student learning and an effective school library media program. Students deserve the best, and the NBPTS assessment was a way for me to determine my overall program effectiveness, incorporating the array of knowledge and best practices I garnered from leaders and experts in the field during my years as a media specialist. I want to further the District's recognition of, and capitalization on, the expertise of trained instructional library media staff. Instruction and its long lasting effect on student learning is at the heart of the library media program.

Corey Hansen, Valley View Elementary School, Ashwaubenon
(6 years experience)

I initially undertook the NBPTS process simply because I needed to renew my teaching license. After looking at my professional growth options, National Board certification seemed to be the most rigorous and relevant professional growth experience I could find. It did not disappoint me. Every hour of work on



Corey Hansen

the process—before, during and after the school day—was spent documenting, researching and teaching things that were directly related to my own work environment and the students, staff, and parents I serve each day. I had to examine everything I do as a media specialist and weigh it against what it does to improve student achievement at school. The introspection and analysis of my own work was difficult, rewarding, and not always complimentary. I think the scrutiny I had to apply to my practice was the most rewarding aspect of the project. It was not easy to subject all aspects of my practice to review, but in retrospect it was the most valuable professional growth experience I have ever taken part in. I would strongly advise anyone considering this professional growth option to go for it.

Karen Reusch, Cuba City High School
(31 years experience)

I decided to pursue National Board Certification as a meaningful professional development activity. A good friend and colleague at my school who certified in 2001 encouraged me to seek certification and after considerable thought and investigation, I determined to give it a

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Karen Reusch

Trustee Corner

Our city is saying that library employees need to be trained in safety according to state law. They would like all, even part time employees, to be trained in material safety, blood borne pathogens, and CPR. Is this really required by law?

By **John DeBacher**, Public Library Administration Consultant
Public Library Development Team

Yes, although library administration should have input in determining what training is appropriate for library staff. Wisconsin Statutes section 101.055 requires that the Wisconsin Department of Commerce adopt and enforce safety and health standards to protect public employees. The standards must provide protection at least equal to that provided to private sector employees under Federal Occupational Safety and Health Administration (OSHA) standards. Chapter Comm 32 (Public Employee Safety and Health) is the regulation that applies to all public employees, including library staff. While there is no safety training mandated specifically for librarians in this regulation, there are rules and provisions that apply to library staff as public employees. The focus of the safety regulations is to provide a safe and healthy work environment for all employees.

The specific training required for library staff is determined by the hazards they are exposed to in the workplace. Generally speaking, library staff should have a basic awareness about blood borne pathogens, and all employees should be trained in hazardous chemical awareness. Public employees have the right, under the Wisconsin public employees' right-to-know law, to be informed about hazardous chemicals and substances in the workplace. The employees must be familiar with hazard recognition and know how to

read and interpret product labels and Material Safety Data Sheets (MSDS).

Many municipalities have implemented risk management or loss control programs, often in conjunction with their insurance carriers. Safety training is typically incorporated into the program and, in addition to meeting statutory requirements, can help reduce insurance and disability claims, thereby lowering insurance costs to the municipality. Since most library buildings are covered by insurance carried by the local government, libraries are required to participate in the risk management and safety training programs.

Some library staff participate in first aid or CPR training and fire extinguisher training. Many others go through ergonomic training, or have ergonomic surveys conducted in the workplace. All should be trained in building safety and procedures to be followed in the event of fire, tornado, or other emergency. The training conducted depends on the work environment and the job descriptions and responsibilities of the individual employees.



Additional information can be obtained from the Wisconsin Department of Commerce Safety and Building Division. The link below also has informational posters for the workplace.

Wisconsin Department of Commerce Public Sector Safety Program information:
<http://www.commerce.state.wi.us/SB/SB-PublicSectorSafetyProgram.html>

Additional questions can be addressed to your municipal safety coordinator, insurance carrier, or the Wisconsin Department of Commerce. If you have questions that you would like addressed in a future Trustee Corner, contact John DeBacher, Public Library Administration Consultant, DPI at john.debacher@dpi.state.wi.us or (608)266-7270. ☼

Replaces BadgerNet

State of Wisconsin signs BCN contract with SBC

By **Bob Bocher**, Technology Consultant
Public Library Development Team

In early March the State of Wisconsin signed a five-year contract with SBC for the new BadgerNet Converged Network (BCN). The BCN will replace the current BadgerNet network contract that expires in December of this year.

The state's Department of Administration (DOA) and a group of education partners, including the Department of Public Instruction, started planning for the new network in 2001. One of the primary goals was to replace the current BadgerNet network, which has separate data and video networks, with a single, converged network using recognized network standards and protocols (thus the name BadgerNet *Converged* Network—BCN). From 2001 to 2003 a considerable amount of work was done to determine what services were needed from the new network. During this time a series of focus groups was held around the state, including a library focus group. The following were several common recommendations from the focus groups.

- The new BadgerNet network needs to be a standards-based, affordable network with bandwidth flexibility to support multiple applications.
- There is a continued need for professional development opportunities for effective use of technology and applications.
- There is a continued need for state support, through the TEACH program, for school and library connectivity to BadgerNet to help equalize access to learning and information.
- Access to networked information resources is a key element in lifelong learning. And lifelong learning helps promote a skilled workforce to enable Wisconsin to compete in a global economy.

After completion of the statewide needs assessment and presentation of a comprehensive business case justifying the project to the state legislature, the Department of Administration issued a competitive network bid in July 2004. SBC was selected as the vendor, and contract negotiations started last fall, with the contract being signed in early March 2005.

With signing of the contract the next major step will be an 18-month network migration process. This process has already started when on March 31 BadgerNet and SBC

staff met in Madison with library system network directors from throughout the state. At the meeting, details of migrating to the new BadgerNet Consolidated Network were discussed. Over 97% of the state's 387 public libraries participate in library system wide area networks (WANs) using the current BadgerNet network. Each of these libraries will need to migrate to the new network. The migration is expected to start early this fall and be completed in the summer of 2006. Migration is being coordinated through the state's 17 public library systems. For the whole state there are more than 2,500 data circuits that will have to be migrated. This includes circuits of the UW campuses, technical college campuses, K-12 schools, and state and local government.

Many libraries and schools have reached the limit of their bandwidth on the current BadgerNet. The new BadgerNet Converged Network will provide them with more bandwidth at very affordable costs. The new network will also allow library systems to manage their bandwidth better to provide faster response times for their integrated library systems and patron Internet access.

For more information see the official BadgerNet site at http://www.doa.state.wi.us/pagesubtext_detail.asp?linksubcatid=1030&linkcatid=308&linkid=
The DPI press release on the new BCN is at http://www.dpi.state.wi.us/dltcl/eis/pdf/dpi2005_44.pdf. ☺

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try. I typically live by the philosophy, “if the mountain is in front of me, I may as well climb it!” This was definitely the most challenging project I have ever undertaken. I learned a great deal by analyzing my work with students and teachers. Throughout the process I communicated with other library media specialists from across the country who were also working toward certification. We learned from and helped each other. Now I am up-to-date on research and trends in the library media field. What does National Board certification mean for my future? Most importantly, I will never again plan any phase of my work without first determining if the approach will have a positive impact on the learning of each and every student.

For more information on the National Board certification process, go to <http://www.dpi.state.wi.us/dpi/dlsis/tel/nb.html>. ☺

Best Practices for Public Libraries — Prioritizing Privacy

By **John DeBacher**, Public Library Administration Consultant
Public Library Development Team

[Editor's note: *Below is the first of what will be a periodic column addressing general issues facing public library directors and their boards. Whereas Trustee Corner generally addresses issues related to library policy, Best Practices will focus more on procedure and suggested guidelines for library operations. If you have issues or questions you would like addressed in this column, please contact John DeBacher at (608)266-7270 (john.debacher@dpi.state.wi.us)]*

Make Privacy a Priority

As a result of the Patriot Act at the federal level and the Parental Access to Library Records legislation at the state level, library directors and trustees have been prompted to think about patron privacy in Wisconsin libraries. Since both laws affect the rights and protections our library users receive, public library officials need to make sure privacy protection requirements are relayed to all library staff and others whose roles may bring them into contact with library records that require protection for patron privacy.

History: The specific provision for privacy of library records in the Wisconsin Statutes (s. 43.30) dates to 1981. The language was included in a larger bill (Act. 335) that established Wisconsin's public records law. But the concept of privacy for library borrowers goes back further. As a result of incidents in 1970, the American Library Association urged libraries to adopt policies that establish the confidentiality of library records. Milwaukee Public Library figured prominently in a May, 1970 incident when Treasury Agents requested the call slips for reference requests and searches made in the stacks for books and materials on explosives. The library initially refused, but the agents returned the next day with an opinion from the city attorney that the records were public, so the librarian supplied the records.

The Watergate scandal firmly established a movement to ensure that government operate in the open, and that the public has access to government records. But open records were in conflict with the concept of personal privacy. So, when Wisconsin public records legislation was passed in 1981 it included the creation of s. 43.30, which at that time simply read: "Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating which of its documents or other materials have been loaned to or used by an identifiable individual may not be disclosed except to persons acting within the scope of their duties in the administration of the library or library system or persons authorized by the individual to inspect such records, or by order of a court of law."

The Patriot Act made it easier for law enforcement officials to obtain a search warrant for library records, and prevents library officials from notifying a patron whose records are the subject of a search. But a court order is still required to obtain a "Patriot Act" search warrant.

In 2003, Wisconsin Act 207 established that library records must be disclosed to "custodial parents or guardians of children under the age of 16."

What does all this mean for Wisconsin libraries?

The right to privacy of library records is an extension of protections guaranteed in the Bill of Rights and the Fourteenth Amendment. The American Library Association suggests that

"the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf."

Personally identifiable information includes not only paper and electronic records that link a particular user to library resources or requests for information, but also information that is provided by an individual, even verbally, so that the library staff can answer a specific question or provide information on a subject. Sections 19.62 to 19.80 of the Wisconsin public records law requires government organizations, including libraries, to develop procedures to

Please see Best Practices — on page 11

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protect the privacy of personal information kept by the organization. Libraries and library systems (and other governmental organizations) are required to “develop rules of conduct for employees involved in collecting, maintaining, using, and providing access to personally identifiable information,” and ensure that those employees “know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws.” (s. 19.65)

Although s. 43.30 authorizes the library to “disclose an individual’s identity to another library for the purpose of borrowing materials for the individual,” it does not authorize library staff to discuss the reading habits or movie tastes of particular patrons. Such discussions should be discouraged among employees. They may not be illegal by the letter of the law, but they are unethical by the spirit of the law. Also, library directors and staff should not reveal whether public officials, candidates for office, or others have been issued library cards.

Libraries should be careful to make sure each new employee is made aware of the confidentiality of library records. The library staff should be regularly reminded about the library’s policy on patron privacy and what procedure to follow when confidential information is requested. The best practice is to have a formal procedure established and approved by the library board. The sample privacy policy (linked below) suggests various procedures for libraries to follow when presented with different types of subpoenas and search warrants.

Because the library may need to obtain legal counsel on short notice, libraries should make sure the municipal attorney or library’s legal counsel is aware of library privacy protections.

In addition to regular library staff, libraries should be sure that custodial and maintenance staff, contracted workers, and volunteers who may come in contact with library records containing personally identifiable information are aware that confidentiality is required. Libraries may wish to stipulate in vendor contracts that employees must observe and respect confidentiality.

On April 24, 2004, Act 207 amended Wisconsin Statutes Section 43.30 to require that a library that is in whole or part supported by public funds must disclose to a custodial parent or guardian of a child under age 16 any records relating to that child’s use of the library’s materials, resources or services. Libraries should update their privacy policies to reflect changes in the law and should establish procedures so that front-line circulation desk staff can know when it is appropriate to release children’s borrowing records and when a request should be referred to a person of authority.

The following links provide additional information and resources to help libraries develop policies and procedures to protect patron privacy and comply with public records laws. Questions about the application of these laws may be directed to your municipal or county attorney, your district attorney, or the Wisconsin Attorney General.

Frequently Asked Questions about compliance with the new Parental Access to Library Records law:
<http://www.dpi.state.wi.us/dlcl/pld/ab169faqs.html>

Frequently Asked Questions about Libraries and Wisconsin’s Public Records Law:
<http://www.dpi.state.wi.us/dlcl/pld/publicrec.html>

Sample privacy policy:
<http://www.dpi.state.wi.us/dlcl/pld/doc/privacypolicy.doc>

Privacy resource page:
<http://www.dpi.state.wi.us/dlcl/pld/privacy.html>

ALA’s “Confidentiality and Coping with Law Enforcement Inquiries: Guidelines for the Library and its Staff”
<http://www.ala.org/ala/oif/ifissues/guidelineslibrary041905.pdf>

ALA’s Intellectual Freedom resources “Privacy: An Interpretation of the Library Bill of Rights:”
<http://www.ala.org/ala/oif/statementspols/statementsif/interpretations/privacy.htm#5> ⚙

State Superintendent meets with members of COLAND

State Superintendent Elizabeth Burmaster met with members of the Council on Library and Network Development (COLAND) at their March 11 meeting in Madison at the Madison Public Library in downtown Madison. Burmaster thanked the members of COLAND for their leadership and service to libraries across the state, and she talked about her belief that libraries and access to technology and information services play a critical role in public education, which is vital to the concept of a strong democracy.

The state superintendent talked to the group about a variety of issues including the current budget process, her support for increased funding for BadgerLink and library systems aids, her belief that funding for the library resource contracts should be returned to its pre-2003 level, and her commitment to protecting the constitutional purpose of the Common School Fund. Burmaster responded to questions and comments from the group and a wide-ranging discussion followed.

Also during the meeting Burmaster presented a plaque honoring the service of long-time DPI Instructional Media Technology Director Neah Lohr, attending her last COLAND meeting as a staff member.

The Council on Library and Network Development is a 19-member council appointed by the Governor to advise the

State Superintendent on issues related to libraries and cooperation throughout the state. The council functions as a forum through which librarians and members of the public identify, study, and collect public testimony on issues affecting Wisconsin libraries and other information services. Council findings are communicated as advisory recommendations to the state superintendent, governor, and Legislature. ☼



State Superintendent Elizabeth Burmaster talks to members of COLAND at their March meeting in Madison. Also pictured is Assistant State Superintendent Rick Grobschmidt.

Division for Libraries, Technology, and Community Learning

Wisconsin Department of
Public Instruction
125 South Webster Street
P.O. Box 7841
Madison, WI 53707-7841

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