



READING OWLS INTERNATIONAL
Creating Readers... for Life

APPLICATION QUESTIONS FOR PROSPECTIVE LIBRARY RECIPIENTS

1. Full Name and Address of School/s (or organization/s)
2. Full Name and title of administrators - Principal, VP (if applicable), assistant/s, literacy specialists/reading specialists, English Language teacher/s and librarian (if applicable)
3. Number of students currently enrolled (by grade, if possible). Capacity level
4. What is the engagement level and buy-in of the administration and staff re literacy/importance of library?
5. Similarly, what is the involvement level of parents/board and community with the school- this (and item a) criteria are really critical as we keep an eye on not just current needs, but sustainability?
6. **If either 4 or 5 above is less than optimal, is there a sense that they are willing to learn and adopt best practices?**



7. Is there a library space? Condition of library space - what would it take to make it operational? - **please be specific.**

i) Is this a shared space? For e.g., shared with a computer lab or is currently used as a storage area. This info is important if we need to recommend layout

ii) Shared with a computer lab ?

7. Will this room serve additional purposes? Classroom or meeting room? **Library rooms doubling as other spaces (such as classrooms) are strongly discouraged and are hardly ever approved**

8. Person/s overseeing the library. Some background/bio on person/s would helpful or a short summary of skill sets and primary role at school. **Please attach info**

9. Size/dimension of space in feet - library space only. Please be as accurate as possible.

10. Is there any display area currently in the library/computer space to strategically place marquee books to entice kids?

11. Photos of space, especially wide angle (if possible) to show entire space - **PHOTOS OF SPACE ARE STRONGLY ENCOURAGED as supplemental information.**



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12. General reading level of students (include above/below age range). This helps us with the book selections

13. Book needs - genres. Please be as specific as possible. Are there any books currently at the school? If there are old books, what is the plan for the old books?

14. Is Spanish taught as a second language? Are bilingual books incorporated into reading time/library?

15. Has the school ever had a lending library? Any functional library at all?

17. How would the school define culturally relevant books for its students?

18. Can you get local community/parent volunteers to get space ready? (Children library spaces should be bright, child-friendly and inviting. A bit of paint, murals by a local artist/s a rug handmade by parents, help from local carpenters are some of the ways we outline in our material that schools can get the community/parents involved.)



16. Please provide some details on ways you would promote/incorporate reading into the curriculum and life of the school?

17. What is the typical communication mode/s with parents?

18. Do you have a budget for renovations? Timing on when cleanup/ renovations would be done. If applicable, when would the relocation of items and cleanup of library space be done?

19. What is the sustainability plan for the library? Who would be the key persons involved?

Other Related:

22. Do you have a copy of the most recent NEI report for your school? **If yes, please provide a copy**

23. Safety - how safe is the area? Has there been any theft at the school? Does the school have a safety plan? **If yes, please provide a copy**