

Welcome to Program Review

Welcome Jane McKenna, Please choose your department and activity

Please choose Department

LIS - Service Area with Instruction - Library

Are you completing Program Review or Annual Program Update (APU)?

Program Review

Program Overview

Please verify the mission statement for your program. If there is no mission statement listed, please add it here.

Mission: The College of Alameda Library is a teaching and learning-centered library for a diverse community

providing physical and online access to quality print, electronic, and multi-media resources, services, and instruction. The library faculty and staff promote academic excellence and student success by emphasizing skills in library research, information literacy, and critical thinking.

Goals and Objectives:

â- To provide quality services, research materials, technology, facilities, and instructional programs that support the college curricula, information literacy, and research needs. (Maps to ILOs #1, #2, #3, #4, and #5)
â To provide students with access to information resources that support their learning processes, teach information literacy, and satisfy their intellectual needs. (Maps to ILOs #1, #2, #3, #4, and #5)

Program Total Faculty and/or Staff

Full Time

Steve Gerstle
Ann Buchalter
Jane McKenna

Add Faculty and/or Staff

Part Time

Barbara Fields
Mary Poeck
Joan Bewley

Add Faculty and/or Staff

The Program Goals below are from your most recent Program Review or APU. If none are listed, please add your most recent program goals. Then, indicate the status of this goal, and which College and District goal your program goal aligns to. If your goal has been completed, please answer the follow up question regarding how you measured the achievement of this goal.

Goal: At least 30% of the Library collection will have a publication date within the last 18 years. Justification: Campus data shows that students checking out print books have higher GPAs and success rates than the college average ... this is also seen when broken out by at risk groups and equity challenged groups. Full data on this is located on the Library website under Planning Documents.

Status

In-Progress

College Goal

Increase retention and persistence rates

District Goal

Advance Student Access, Equity, and Success

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

Library collections statistics are run annually and provide data on the age of the collection that can be used to determine whether this goal is met. This data is analyzed at discipline meetings, utilized in the collection development process, entered into CurriQunet, included in planning documents and posted on the Library webpage.

Goal: Provide library orientations for 60% of all English 1A and 100% of all English1AS sections.

Justification: Campus data shows that students receiving 2 or more library orientations per section have a higher success rates than other sections of the course not receiving orientations.

Status

In-Progress

College Goal

Increase retention and persistence rates

District Goal

Advance Student Access, Equity, and Success

Goal: Plan for, train and implement the State-wide migration to a new Library Integrated System called Alma/Primo from ExLibris.

Justification: this is basically a requirement since the State has agreed to pay for nearly all costs associated with this migration.

Status

In-Progress

College Goal

Increase community and educational partnerships

District Goal

Advance Student Access, Equity, and Success

Goal: Hire a full-time Instructional and Reference Librarian to fill a retirement.

Justification: It is critical that the Library hire an Instructional Librarian as soon as possible. This need is urgent. Failure to hire will place the college out of compliance with Ed. Code, risk accreditation, and lead to significant cutbacks in the number of orientations provided to students at the college which impacts student success rates.

Status

In-Progress

College Goal

Increase retention and persistence rates

District Goal

Advance Student Access, Equity, and Success

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

Detailed data is gathered and analyzed annually on the number of orientations provided and students attending library orientations. Data is also gathered to determine the impact these orientations have on success and retention rates. This data is analyzed at discipline meetings, entered into CurriQunet, included in planning documents and posted on the Library webpage. Full data on this is located on the Library website under Planning Documents.

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

Based on agreements signed with the State Chancellor's Office, in Dec. 2019, the COA Library will migrate to a new Library Integrated System called Alma/Primo from ExLibris. By Feb. 2020 the Library should be utilizing Alma/Primo for all library system functions related to our ILS.

If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?

When the Board approves the hire of the selected candidate. This will be reflected in Board minutes.

Describe your current utilization of facilities, including labs and other space

The COA Library has approximately 20,748 gross square feet as assignable space on the first floor of the L Building and an additional 2,521 square feet of study space on the 2nd floor of the L Building. The space on the first floor includes seating for more than 200 students, book stacks, four group study rooms, a quiet study room, book displays, Circulation Desk, Reserve Desk, Reference Desk, periodical display/browsing area, study tables and carrels, copiers/scanner, an archive, computers for researching (14 workstations), cataloging/processing service areas, an archive, library staff/faculty offices, and an open classroom for instruction.

Note: Please consider the most recent 3 years when answering the questions below.

Set the filters above to your discipline, and discuss enrollment trends over the past three years.

Both enrollment and productivity for LIS have increased over the past 3 years.

2015-2016: enrollment 173, fill rate 79%, and productivity 16.5

2016-2017: enrollment 184, fill rate 85.4% and productivity 17.17

2017-2018: enrollment 217, fill rate 84.6% and productivity 17.21

These numbers for LIS are well above the campus averages for those same years on the comparison chart.

Set the filter above to consider whether the time of day each course is offered meets the needs of students.

Yes, they do. The LIS discipline is only allocated enough FTE to be able to offer 1 section per instructional session. Only 1 section of LIS85 is offered each instructional session (including summer, winter intersession and spring intersession) but it is offered solely online to provide the most flexibility in scheduling for students. A course satisfaction survey is included as part of the coursework for all LIS85 sections. It asks students about their satisfaction with the scheduling options for the class and a majority of the responses indicate that they are satisfied with the online option.

Are courses scheduled in a manner that meets student needs and demands? How do you know?

Yes, they are. The LIS discipline is only allocated enough FTE to be able to offer 1 section per instructional session. Only 1 section of LIS85 is offered each instructional session (including summer, winter intersession and spring intersession) but it is offered solely online to provide the most flexibility in scheduling for students. A course satisfaction survey is included as part of the coursework for all LIS85 sections. It asks students about their satisfaction with the scheduling options for the class and a majority of the responses indicate that they are satisfied with the online option.

Describe effective and innovative teaching strategies used by faculty to increase student learning and engagement.

Establish clear course learning objectives, encourage students to practice good online learning behaviors, establish a rubric for course assignments that is shared with students, connect with students right away and throughout the course (such as using an introduce yourself forum), and provide effective and fast feedback/communication.

How is technology used by the discipline, department?

The course is taught online utilizing Canvas, Online zero cost textbooks, online videos, online library resources (books and databases), electronic conferencing, online video tutorials, email and phone.

The Library has a smart classroom that is used for in-person orientations, computers for student research use, printers, copiers, a scanner, over 40 article databases, online ebooks, an authentication system for remote access to electronic resources, staff computers/printers, an integrated library system, and an online chat program for reference questions from online students.

How does the discipline, department, or program maintain the integrity and consistency of academic standards with all methods of delivery, including face to face, hybrid, and Distance Education courses?

There is only one instructor for all sections of LIS85 which provides a high level of consistency across all the sections. The instructor is also the Dept Chair and so is highly knowledgeable regarding the content of the course outline and student learning outcomes for the course since she developed them and updates them. As per contract, the instructor is evaluated and student surveys are reviewed by the administrator and evaluators. The course is only taught in the online format so there is no other section with a different method of delivery to compare against.

Library materials are available in both print and electronic format. The library offers remote access to books and articles through the electronic database subscriptions. The library has both print and electronic resources that are selected based on the COA Library's Collection Development Policy, library surveys, and usage statistics to insure resources selected support students' needs. In addition, the library offers reference services both in-person and online during regular sessions and intersessions. The library actively advocates for equity of access to library services for all course formats.

In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section.

If there are no improvement actions or resource requested in this area, leave blank.

Improvement Actions

Improvement Action

Improvement Action

Action Item

Hire full-time Instruction and Reference Librarian

Description

The full-time instructional librarian is retiring in 2018-2019 and it is critical for the Library instruction program that this position be replaced. Campus data shows that students in sections receiving COA Library orientations have a higher success rate than students in sections that do not receive Library instructions.

To be completed By

12/19/2019

Responsible Person

Jane McKenna

Resource Request

Personnel

Full-time Faculty

% Time

100

Description/Justification

The full-time instructional librarian is retiring in 2018-2019 and it is critical for the Library instruction program that this position is replaced. Campus data shows that students in sections receiving COA Library orientations have a higher success rate than students in sections that do not receive Library instructions.

Estimated Annual Salary Costs

77000

Estimated Annual Benefits Costs

15000

Total Costs

92000

Curriculum

Please review your course outlines of record to determine if they have been updated or deactivated in the past three years. Use the pull-down menus to identify courses that still need updating or deactivation and specify when your department will update each one, within the next three years.

Name
Semester and Year
To be deactivated on

LIS 085 - Introduction to Information Resources

Last updated date
To be updated on

March, 07 2018 12:05:05

Semester

Select Year..

LIS 500 - Computer Laboratory for Library Information Studies

September, 28 2016 13:54:45

Select Year...

LIS 074 - Information Seeking Behavior

October, 29 2018 11:57:02

Select Year...

Please summarize the Discipline, Department or program of study plans for curriculum plans for improvement. Below, please provide details for individual course improvement. Add plans for new courses here.

The Library completed the Curriculum Review process with the Curriculum Committee in Spring 2018 (documented via Curr.Comm Minutes). All courses have been updated in the last three years. Since then, the Library has developed a new non-credit certificate called Research Skills that will be going to the next meeting of the Dist. Curr. Comm. for approval (in Dec. 2018). The certificate also includes three new non-credit courses (LIS501, LIS502, and LIS503) that are going to the next meeting of the Dist. Curr. Comm. for approval (in Dec. 2018). We have applied to the State to have LIS74 meet the Area E requirement and will hear back about this in June 2019.

In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.

Improvement Actions

Improvement Action

Improvement Action

Action Item

Offer one section of LIS85 during every session the college offers classes (Summer, Fall, Winter Inters...

Description

Information competency skills are critical to student success and provide valuable job related skills. The more students that complete this class the better prepared our students will be to transfer. A high percentage of students that take the course indicate in the course survey that they wish that they had taken this class earlier in their academic career.

To be completed By

5/23/2019

Responsible Person

Jane McKenna

Resource Request

Choose an Option

Instruction - Assessment

Student Learning Outcomes Assessment

Course

Student Learning Outcomes (SLO)

Last date Assessed
LIS 085 - Introduction to Information Resources
10/26/2017

Planned Assessment Date
Construct print, online, and web citations, using the appropriate documentation style for the discipline.
3/5/2019

LIS 085 - Introduction to Information Resources
10/26/2017

Identify potential sources and types of information tools based on the scope and type of information nee...
3/5/2019

LIS 085 - Introduction to Information Resources
10/26/2017

Develop successful search strategies appropriate for specific tools.
3/5/2019

LIS 085 - Introduction to Information Resources
10/26/2017

Locate, evaluate, synthesize, organize and present information that fulfills the identified information need.
3/5/2019

LIS 085 - Introduction to Information Resources
10/26/2017

Identify ethical and legal issues that affect information and documentation.
3/5/2019

LIS 085 - Introduction to Information Resources
10/26/2017

Apply information literacy skills to enable further learning.
3/5/2019

LIS 500 - Computer Laboratory for Library Information Studies
10/26/2017

Articulate a problem, issue or search question.
3/5/2019

LIS 500 - Computer Laboratory for Library Information Studies
10/26/2017

Identify potential sources and types of information tools based on the scope and type of information need.
3/5/2018

LIS 500 - Computer Laboratory for Library Information Studies
10/26/2017

Develop successful search strategies appropriate for specific tools.
3/5/2018

LIS 500 - Computer Laboratory for Library Information Studies
10/26/2017

Locate, evaluate, synthesize, organize and present credible information that fulfills the identified informat..
3/5/2018

LIS 500 - Computer Laboratory for Library Information Studies
10/26/2017

Identify ethical and legal issues that affect information and documentation.
3/5/2018

LIS 500 - Computer Laboratory for Library Information Studies
10/26/2017

Apply information literacy skills to enable further learning.
3/5/2019

LIS 074 - Information Seeking Behavior

Compare and contrast search strategies to determine the most effective approach for an information ne...
3/5/2019

LIS 074 - Information Seeking Behavior

Discuss current issues surrounding information in society such as access, power, censorship, media co...
3/5/2018

LIS 074 - Information Seeking Behavior
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Analyze the physiological, emotional, and psychological aspects of information seeking behavior.
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Any obstacles experienced during assessment? What worked well? (mainly based on evidence in the report, attach other evidence as necessary)

The Library is currently unable to use CurriQunet to input our assessment data for services because the template does not include our service area outcomes. The District is working on this and we hope to have it resolved by Spring 2019.

What percent of your programs have been assessed? (mainly based on evidence in the report, attach other evidence as necessary; note: a complete program assessment means all Program Learning Outcomes (PLOs) have been assessed for that program)

In Fall 2017, the Library has assessed all courses that are currently being offered. The data is in Taskstream and attached here. LIS74 was just approved last spring and has not been offered yet.

[TASKSTREAMLIS852017-2018.rtf](#)

[TASKSTREAMLIS5002017-2018.rtf](#)

How has your dept worked together on assessment(planning together)? Describe how your dept works well on assessment? Describe things that went well or obstacles. What aspects of assessment work went especially well in your department and what improvements are most needed?

Collaboration

The COA Library demonstrates its effectiveness in support of student learning by developing and accessing Student Learning Outcomes (SLOs) and Service Outcomes (SOs) that are fully aligned with Institutional Learning Outcomes. Assessment results are used for dialog, reflection and continuous improvement of Library services and instruction. The Library is unique because we have both student learning outcomes (SLOs) for our courses/instruction sessions and also service outcomes (SOs) for our service areas. Below is a timeline that explains the details of the COA Library assessment process that is repeated each semester for both SLOs and SOs. Although accreditation standards only require each SLO and SO be assessed at least once every 3 years, the Library/LIS Department has made it an area goal to annually assess all student learning outcomes (for all courses) and service outcomes. Evidence is available within Taskstream and CurricUNET META.

Leadership Roles

See Planning Process Section below:

Planning Process

In Aug./Sept., as part of the or APU process (annual) and Program Review (every 3 years), the Library meets every Fall to review/update the Mission, Goals, SLOs and SOs for the Library. At this time, the Library also reviews the mapping of Library SLOs and SOs to the College ILOs to insure alignment. Updated Mission, Goals, SLOs, SOs and mapping to ILOs are posted on the Library webpage (under Planning Documents link) and included in all planning documents such as the Library Program Review, Curriculum Review (every 3 years), APU, and Annual Budget Request. In addition the Library meets to discuss their Assessment Plans for each outcome and assign the responsible party. The agreed upon plans/tool/rubric are then entered into Taskstream by the responsible party. Over the next 2/3 months, the responsible party then oversees the assessment, evidence gathering and analysis of their assigned SLO or SO. In Sept., the responsible party enters the assessment results, surveys, data, evidence and findings from the previous Spring into Taskstream/CurricUNET META and also presents these findings at a Library Meeting. The Librarians discuss and agree upon next steps to improve achievement of the outcomes. The agreed upon next steps are then entered into Taskstream by the Head Librarian. Select evidence such as library usage statistics are posted on the Library website on their Planning Documents webpage (all evidence is included in Taskstream). Completed Program Reviews (3 year cycle) are presented before the Planning Research and Institutional Effectiveness Committee.

Dept meetings for Collaboration

See Planning Process section above.

Data Analysis

See Planning Process section above.

What were the most important things your department learned from assessment? Did implementation of your action plans result in better student learning? In other words, how has your department used the results of assessment to improve student learning and/or curriculum? Please be as detailed as possible.

Assessment data shows that the COA Library orientations have a huge positive impact on student success rates. This information is significant and is analyzed in discipline discussions and planning meetings where we consider the direction and staffing for our instructional program. Assessment data indicates that students checking out COA Library circulating books have a higher gpa and success rate than the average student and this is true when broken down by equity impacted groups and high risk groups. This data is critical when planning for collection development and when advocating for funding to update library collections.

Does your department participate in the assessment of multidisciplinary programs?

No

If Yes, Describe your department's participation and what you learned from the assessment of the program that was applicable to your own discipline.

Does your department participate in your college's Institutional Learning Outcomes (ILOs) assessment?

Yes

If Yes, Please describe your departments participation in assessing Institutional Learning Outcomes.

Student learning outcomes for our courses and service area outcomes are mapped to ILOs in Taskstream and should be mapped in Meta (by Summer 2019).

What support does your department need from administrators, assessment coordinators and/or your campus assessment committee to continue to make progress in assessment of outcomes and implementation of action plans?

The Library is currently unable to use CurriQunet Meta to input our assessment data for services because the template does not include our service area outcomes. The District is working on this and we hope to have it resolved by Spring 2019.

In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.

Improvement Actions

Improvement Action

Improvement Action

Action Item

Hire a full-time Instruction and Reference Librarian

Description

The full-time Instructional and Reference Librarian is retiring in 2018-2019 and it is critical for the COA Library instruction program that this position is replaced. Campus data shows that students in sections receiving COA Library orientations have a higher success rate than students in sections that do not receive Library instruction.

To be completed By

12/19/2019

Responsible Person

Jane McKenna

Resource Request

Personnel

Full-time Faculty

% Time

100

Description/Justification

The full-time Instructional and Reference Librarian is retiring in 2018-2019 and it is critical for the COA Library instruction program that this position is replaced. Campus data shows that students in sections receiving COA Library orientations have a higher success rate than students in sections that do not receive Library instruction.

Estimated Annual Salary Costs

77000

Estimated Annual Benefits Costs

15000

Total Costs

92000

Course Completion

College Level - Program and Department comparison

Consider your course completion rates over the past three years (% of student who earned a grade of "C" or better).

Name	2015 - 16 Completion Rate (%)
2016 - 17 Completion Rate (%)	2017 - 18 Completion Rate (%)
LIS 85 INTRO INFO RESOURCES	75
78	76

Use the filters on the top and right of the graphs to disaggregate your program or discipline data. When disaggregated, are there any groups

whose course completion rate falls more than 3% points below the discipline average? If so, indicate yes and explain what your department is doing to address the disproportionate impact for the group.

Age

- Yes
- No

The age range of 30-34 and 55-64 fell below the discipline average of 76% some semesters but exceed...

Ethnicity

- Yes
- No

For most recent year, unknown ethnicity and two or more ethnicities fell below the discipline average for...

Gender

- Yes
- No

If yes, Please describe the difference

Foster Youth Status

- Yes
- No

If yes, Please describe the difference

Disability Status

- Yes
- No

If yes, Please describe the difference

Low Income Status

- Yes
- No

If yes, Please describe the difference

Veteran Status

- Yes
- No

Veterans were approx. 20% below the average. Plan to include info. about Veterans Service and words ...

Consider your course completion rates over the past three years by mode of instruction. What do you observe?

How do the course completion rates for your program or discipline compare to your college's Institution-Set Standard for course completion?

For the last three academic years the completion rate for the LIS discipline has been higher than the college's Institutional Set Standard.
2015 - 16 Completion Rate 75% for LIS85 and 68% for the college
2016 - 17 Completion Rate 78% for LIS85 and 71% for the college
2017 - 18 Completion Rate 76% for LIS85 and 71% for the college

How do the department's Hybrid course completion rates compare to the college course completion standard?

No hybrids offered in LIS.

Are there differences in course completion rates between face to face and Distance Education/hybrid courses? If so, how does the discipline, department or program deal with this situation? How do you assess the overall effectiveness of Distance Education/hybrid course?

n/a. Course is only offered online. Institutional data is used to assess the effectiveness of the courses in the discipline.

Describe the course retention rates over the last three years. If your college has an Institution-Set Standard for course retention, how does your program or discipline course retention rates compare to the standard?

The retention and completion rates for the last three years are well above the college institution set standard for those same years.

What has the discipline, department, or program done to improve course completion and retention rates?

The instructor sends regular messages to struggling students offering them extra help and reminding them of campus support services available to them. In Fall 2018, the LIS instructor participated as a volunteer for the pilot program of Starfish.

In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.

Improvement Actions

No Actions/Requests

Degrees and Certificates

College Level - Program and Department comparison

What has the discipline, department, or program done to improve the number of degrees and certificates awarded? Include the number of degrees and certificates awarded by year, for the past three years.

LIS currently has no degrees or certificates but we are in the process of developing a non-credit Certificate of Competency in Research Skills that will go to CIPD in Dec. 2018.

Over the next 3 years, will you be focusing on increasing the number of degrees and certificates awarded?

Yes

What is planned for the next 3 years to increase the number of certificates and degrees awarded?

LIS currently has no degrees or certificates but we are in the process of developing a non-credit Certificate of Competency in Research Skills that will go to CIPD in Dec. 2018.

In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.

Improvement Actions

No Actions/Requests

Library Services

Please describe any changes in the library services, collections or instructional programs since the last program review or annual program update and fill in the information below

Year before Prior Academic Year	Prior Academic Year	Comments
Library Personnel		
Number		
Librarian (Full-time)	3	
3		
Librarian (part-time)	3	
4		
Classified Staff (full-time)	4	
4		
Classified Staff (part-time)	0	
0		
Student Workers	51	
47		
FTE		
Librarian (Full-time)	3	
3		
Librarian (part-time)	1.58	
1.58		
Classified Staff (full-time)	4	
4		
Classified Staff (part-time)	0	
0		
Student Workers	1.2	
1.1	work study only	
Library Materials Expenditures		
Books (Print or Electronic)	39,013	
53,500		

Reserve Textbooks	4,312
3,989	
Periodicals	10,209
9,555	
Databases	59,361
55,656	
Media	0
0	no media collection except streaming
Streaming Media	0
0	media is included in databases
Other Materials	0
0	

Library Collections

Age of Collection

Prior to 2000	80%
83%	
2000 - 2009	11%
11%	
2010 - Present	9%
6%	

Acquisitions per Academic Year

Titles	
	data not currently avail
Volumes	924
567	
Media Titles	
	only via database subscriptions

Holdings (Titles)

Print Books	32,206
30,820	
E-Books	
	only via database subscriptions
Print Periodicals	66
68	
Databases	43
45	

Media		
		only via database subscriptions
Other Materials		
Library Services		
Open Hours per Week		
Regular Term	56	
	56	
Spring Intersession		online only: 6 hours/week (3 weeks) for 18 hours total
		online only: 6 hours/week (3 weeks) for 18 hours total
Summer Term	32	
	32	
Winter Intersession		online only: 6 hours/week (4 weeks) for 24 hours total
		online only: 6 hours/week (4 weeks) for 24 hours total
Gate Count	204,783	
	218,494	
Circulation		
General	3,098	
	2,514	
Reserve	6,448	
	5,958	
E-Book	7,804	
	13,195	via database statistics
Media	0	
	0	included in database usage statistics
In-House Use	2,820	
	2,845	
Other	271,765	
	341,681	Database Searches
Computing		
Sessions	n/a	
	n/a	No computer lab in Library
Hours	n/a	
	n/a	No computer lab in Library
Copying/Printing	n/a	

n/a

No computer lab in Library

Orientation

Sessions

80

87

Headcount

1,730

1,979

Reference

In-Person

3,333

4,225

Online

75

95

Other Services (Specify)

Other

488

381

Study room bookings

Upload Data Table

How does the library support student learning?

The following data is available on the the Library website under Planning Documents (since the link to attach documents above in this template is not working). Assessment data shows that the COA Library orientations have a huge positive impact on student success rates. In Spring 2017, Spring 2018 and Summer 2018, the Library worked with the campus researcher to run a data comparison to compare success rates of English 1A students that received various levels of library instructions sessions (from 0-3 sessions). The data shows that the ENGL 1A section that participated in the Embedded Librarian program (3 sessions) saw much higher rates of success than all the other sections. In addition, assessment data indicates that students checking out COA Library circulating books have a higher gpa and success rate than the average student and this was also true when broken down by equity impacted groups and high risk groups. This data is critical when planning for collection development and when advocating for funding to update library collections.

Are these services sufficient in terms of quantity, currency, depth, and variety to support educational programs, regardless of location or means of delivery, including distance education and correspondence education. If the services are not sufficient, please explain what the program plans to do about it over the next 1-3 years.

Library collections

- Yes
- No

The bulk of the print library collection is out of date with 20% of the collection having published in the las...

Library Instruction

- Yes
- No

As of May 2019, the Library will no longer have a full-time Instructional and Reference Librarian. Without t...

Library Technology

- Yes
- No

The smart classroom located in the Library Instruction area is extremely out-dated and problematic. This...

Library Services

- Yes
- No

Student and faculty satisfaction of library services are rated high on campus surveys. Links to these surv...

Library Facilities

- Yes
- No

The Library's electrical system, roof and HVAC are in need of updating. The Library continues to include t...

Other learning support services

- Yes
- No

Does the College/Library evaluate library and other learning support services to assure their adequacy in meeting identified student needs?

Yes

What evidence does the library review to ensure that it contributes to the attainment of student learning outcomes?

The Library reviews the following evidence:

- student research assignments in collaboration with faculty participating in the embedded librarian program
- student assignments and research results completed during library orientations
- qualitative evidence from discipline faculty regarding the impact orientations have on their courses
- campus surveys where students are asked to rate library services
- pre and post tests from LIS courses
- data from the campus researcher looking at student success and gpa for library users as compared to the campus average
- comparison of success data on students in sections receiving library orientations compared to those that do not receive orientations
- Library usage statistics such as circulation, gate count, orientations, reference, database searches, ebook views, etc.

How does the College use the results of the evaluations for the basis of improvement?

Librarians and LIS instructors use the results to improve their instructional techniques, assignments and presentations. Library Services data are analyzed, discussed and shared with the campus community. The results are used to identify department goals and identify funding priorities that are communicated to campus through various planning documents and used to justify funding requests. They are also used to determine future items to assess.

In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.

Improvement Actions

Improvement Action

Improvement Action

Action Item	Description
<input type="text" value="Hire a full-time Reference and Instructional Librarian"/>	The full-time Instructional and Reference Librarian is retiring in 2018-2019 and it is critical for the COA Library instruction program that this position is replaced. Campus data shows that students in sections receiving COA Library orientations have a higher success rate than students in sections that do not receive Library instruction. Accreditation Standard IIC requires that the Library provides training to students on using the Library and information competency.
To be completed By	Responsible Person
<input type="text" value="12/18/2019"/>	<input type="text" value="Jane McKenna"/>

Resource Request

Personnel	Full-time Faculty
% Time	Description/Justification
<input type="text" value="100"/>	The full-time Instructional and Reference Librarian is retiring in 2018-2019 and it is critical for the COA Library instruction program that this position is replaced. Campus data shows that students in sections receiving COA Library orientations have a higher success rate than students in sections that do not receive Library instruction.
Estimated Annual Salary Costs	Estimated Annual Benefits Costs
<input type="text" value="77000"/>	<input type="text" value="15000"/>
Total Costs	
<input type="text" value="92000"/>	

Improvement Action

Action Item

Provide Library reference and instruction services for all students during all sessions.

Description

Adjunct librarians are needed to provide consistent access to library services in the evenings, summer and during intersessions. Additional hours are required to cover the duties of the retired (as of May 2019) Instruction/ Reference Librarian and provide release time for the Head Librarian. Library Accreditation Standard IIC requires that the Library provide students access to Library services regardless of their location or means of delivery.

To be completed By

5/24/2019

Responsible Person

Jane McKenna

Resource Request

Personnel

Part-time Faculty

% Time

91

Description/Justification

To provide equity access to the Library for evening students it is critical that the Library be open in the evenings. This is a regular maintenance of effort budget item and not a new item.

Estimated Annual Salary Costs

46200

Estimated Annual Benefits Costs

3335

Total Costs

49535

Resource Request

Personnel

Part-time Faculty

% Time

1.25

Description/Justification

To provide equity access to the Library for students in Summer session it is critical that the Library be open in the summer. This is a regular maintenance of effort budget item and not a new item.

Estimated Annual Salary Costs

10800

Estimated Annual Benefits Costs

780

Total Costs

11580

Resource Request

Personnel

Part-time Faculty

% Time

Description/Justification

To provide equity access to the Library for Winter Intersession students it is critical that the a librarian be available during intersession (online). This is a regular maintenance of effort budget item and not a new item.

Estimated Annual Salary Costs

Estimated Annual Benefits Costs

Total Costs

Resource Request

Personnel

Part-time Faculty

% Time

Description/Justification

To provide equity access to the Library for Spring Intersession students it is critical that the a librarian be available during intersession (online). This is a regular maintenance of effort budget item and not a new item.

Estimated Annual Salary Costs

Estimated Annual Benefits Costs

Total Costs

Resource Request

Personnel

Part-time Faculty

% Time

Description/Justification

Provides 7 hours a week of librarian time to plan and implement the Embedded Librarian Program that is part of the College Integrated plan. This is a regular maintenance of effort budget item and not a new item. It is paid for with Equity/Basic Skills funds.

Estimated Annual Salary Costs

Estimated Annual Benefits Costs

Total Costs

Resource Request

Personnel

Part-time Faculty

% Time**Description/Justification**

Provides a total of 62 hours of substitute librarian hours to be used should the evening librarian be out sick in order to keep the library open. This is a regular maintenance of effort budget item and not a new item.

Estimated Annual Salary Costs**Estimated Annual Benefits Costs****Total Costs**

Resource Request

Personnel

Part-time Faculty

% Time**Description/Justification**

Adjunct hours to cover the desk and provide release time for the Head Librarian. This is a regular maintenance of effort budget item and not a new item.

Estimated Annual Salary Costs**Estimated Annual Benefits Costs****Total Costs**

Resource Request

Personnel

Part-time Faculty

% Time**Description/Justification**

To partially cover the duties of the retired Instructional and Reference Librarian (as of May 2019) until that position is filled permanently.

Estimated Annual Salary Costs**Estimated Annual Benefits Costs****Total Costs**

Improvement Action

Action Item**Description**

The Library needs consistent funding to be able to purchase current materials in both print and online formats for students to use covering all subjects. Data shows that students access to current library materials increases success rates. Accreditation standards require that the Library provide adequate collections in quantity, currency, depth and variety to support the curriculum. The COA Library Circulating Collection is extremely out of date with only 23% of the print collection having been published within the last 18 years. The Library receives no general funds for this purpose even though this resource requests are regular maintenance of effort budget items and not a new item.

To be completed By

5/23/2019

Responsible Person

Jane McKenna

Resource Request

Technology and Equipment

Description/Justification

Library Reserve Textbooks. Students access to affordable textbooks is a critical component to their success. The Library receives no general funds for this purpose even though this is a regular maintenance of effort budget item and not a new item.

New

Estimated Cost

6000

Resource Request

Technology and Equipment

Description/Justification

Library Reference Books. Data shows that students access to current library materials increases success rates. Accreditation standards require that the Library provide adequate collections to support the curriculum. The Library receives no general funds for this purpose even though this is a regular maintenance of effort budget item and not a new item.

New

Estimated Cost

3000

Resource Request

Technology and Equipment

Description/Justification

Library Print Periodical Subscriptions. The Library receives no general funds for this purpose even though this is a regular maintenance of effort budget item and not a new item.

New

Estimated Cost

11400

Resource Request

Technology and Equipment

Description/Justification

Library Database Subscriptions (online magazine, journals, newspapers, ebooks, reference books, etc). The Library receives no general funds for this purpose even though this is a regular maintenance of effort budget item and not a new item.

New

Estimated Cost

59000

Resource Request

Technology and Equipment

New

Description/Justification

Library Database Subscriptions for equity focused databases (ebook database and film database). These subscriptions have always been paid through the Office of Instruction and are tied to the Equity Plan.

Estimated Cost

12384

Resource Request

Supplies

Description/Justification

Library Books. The Library needs consistent funding to be able to purchase current materials for students to use covering all subjects. Data shows that students access to current library materials increases success rates. Accreditation standards require that the Library provide adequate collections to support the curriculum. The COA Library Circulating Collection is extremely out of date with only 23% of the print collection having been published within the last 18 years. The Library receives no general funds for this purpose even though this is a regular maintenance of effort budget item and not a new item.

Books, Magazines and Periodicals

Estimated Cost

50000

Improvement Action

Action Item

Provides sufficient access to Library resources.

Description

As per Accreditation Standard IIC, the Library must insure students have adequate access to Library resources and maintain Library equipment and materials to support student learning.

To be completed By

5/23/2019

Responsible Person

Jane McKenna

Resource Request

Technology and Equipment

Description/Justification

The Integrated Library System (Sierra, Innovative Interfaces) that is used in the Library for managing all aspects of the collection (Searchable Catalog, Circulation, Fines, Cataloging, Acquisitions, Serials, etc.) is a cloud based product that requires an annual maintenance fee. This fee is paid by the District. This is a regular maintenance of effort budget item and not a new item.

New

Estimated Cost

paid by District

The value should be a number.

Resource Request

Technology and Equipment

Description/Justification

The Library utilizes a cataloging database (OCLC) to assist with cataloging books. The Library is charged a monthly fee for the use of this database. This is a regular maintenance of effort budget item and not a new item. The District is suppose to transfer these funds to the College Libraries as per an MOU from Calvin Madlock dated Sept. 2015,

New

Estimated Cost

1575

Resource Request

Technology and Equipment

Description/Justification

The majority of the California Community College Libraries are migrating to a new Integrated Library System called Primo/Alama from Ex-Libris. The bulk of the cost for this migration is being covered by the State but should the College Library need any add-ons beyond the basic package, there may be additional costs. That is yet to be determined. The migration date is set for Dec. 2019.

New

Estimated Cost

tbd

The value should be a number.

Resource Request

Professional Development

Description/Justification

The majority of the California Community College Libraries are migrating to a new Integrated Library System called Primo/Alama from Ex-Libris. The Library staff and librarians will need to attend trainings on this new system. Depending on the time of the trainings, subs may need to be hired to allow staff to attend. The migration date is set for Dec. 2019.

Department-wide PD needed

Estimated Cost

tbd

The value should be a number.

Resource Request

Technology and Equipment

Description/Justification

Library Reference Desk Online Chat Software. Chat software is used to answer Reference Questions via chat from distance education students. There is an annual fee to use the chat software. This is a regular maintenance of effort budget item and not a new item.

New

Estimated Cost

300

Resource Request

Technology and Equipment

Description/Justification

Public Web Browser. The Library pays an annual fee for software that is used on the Reference Area computers to allow the Librarians to customize the screen and define the resources accessed by these computers. This is a regular maintenance of effort budget item and not a new item.

New

Estimated Cost

250

Resource Request

Technology and Equipment

New

Description/Justification

Wireless printing from students laptops to a GoPrint station in the Library. The Library would like to implement a beta test for the campus where students can use their laptops in the Library to print to our GoPrint Station. This project would require funding and IT support. This is something that has been identified as a high need for our area based on the number of requests for this that we have tallied on our reference statistics sheets.

Resource Request

Technology and Equipment

Description/Justification

The Library would like to install USB charging ports on the tables in the Library. The tables are already configured to allow for the ports but we would need to purchase the ports (quantity of 50) at a cost of \$56/each = \$2,758. This is something that has been identified as a high need for our area based on the number of requests for this that we have tallied on our reference statistics sheets.

Estimated Cost

tdb

The value should be a number.

New

Estimated Cost

2758

Resource Request

Professional Development

Description/Justification

Funding is needed to pay for training of staff in the area of electronic resource management such as electronic serials, managing databases and electronic reserves.

Department-wide PD needed

Estimated Cost

tdb

The value should be a number.

Resource Request

Library

Description/Justification

Equipment service and contracts for the copies and security gate. This is a regular maintenance of effort budget item and not a new item.

Other

Estimated Cost

2600

Resource Request

Other

Description/Justification

Membership to CCLC. The Library is a member of CCLC. This membership provides us with significant discounts on Library database subscriptions. This is a regular maintenance of effort budget item and not a new item.

Other

Estimated Cost

150

Resource Request

Supplies

Description/Justification

Supplies for Library books that are checked out by students such as book covers, barcodes, security strips, etc.

Instructional Supplies and Materials

Estimated Cost

3000

Resource Request

Technology and Equipment

Description/Justification

Library Instruction Area's Smart Classroom Upgrade. The Library smart classroom is out-of-date and unreliable. The Library has been requesting an update to their smart classroom for over 5 years (in APUs and Program Reviews).

New

Estimated Cost

10000

Resource Request

Technology and Equipment

Description/Justification

The student use computers in the Reference Area that are used by students to do research are over 10 years old. The Library has been requesting a replacement of these computers for over 5 years (in APUs and Program Reviews). There are 14 computers in this area. Two of these computers are also used for DSPS (with software such as JAWS loaded).

New

Estimated Cost

42000

Resource Request

Technology and Equipment

Description/Justification

The Library computers that are used by library staff to assist students are out of date. The Library has been requesting a replacement of these computers for over 5 years (in APUs and Program Reviews). There are 12 computer workstations in the Library that are used by staff and student workers.

New

Estimated Cost

36000

Resource Request

Facilities

Classrooms

Description/Justification

Library Lighting Upgrade. This project has been in-progress with the District for over 5 years with no movement beyond discussion.

Estimated Cost

tdb

The value should be a number.

Resource Request

Facilities

Description/Justification

Identify additional space for group study rooms in the Library. This is based on increased usage statistics for the booking of study rooms.

Classrooms

Estimated Cost

tdb

The value should be a number.

Resource Request

Facilities

Description/Justification

New Roof for the L Building- the L Building's roof leaks when it rains. Every winter we put buckets out to prevent damage. It is in desperate need of replacement.

Classrooms

Estimated Cost

tdb

The value should be a number.

Resource Request

Facilities

Description/Justification

New HVAC System for the L Building - the Library HVAC is out of date and constantly in need of repair.

Classrooms

Estimated Cost

tdb

The value should be a number.

Resource Request

Facilities

Description/Justification

Update student study rooms in the Library with soundproof glass and presentation technology.

Classrooms

Estimated Cost

tdb

The value should be a number.

Resource Request

Facilities

Description/Justification

Update the electrical system for the L Building - the Library electrical system is out of date with many electrical outlets on the floor not working.

Classrooms

Estimated Cost

tdb

The value should be a number.

Resource Request

Facilities

Description/Justification

Fix the blue phones on campus and provide panic buttons for service desks in the Library (at the Reference Desk, Circulating Desk and Reserve Desk).

Classrooms

Estimated Cost

tdb

The value should be a number.

Resource Request

Facilities

Description/Justification

Install an L Building Announcement System. Due to the 2nd floor layout with offices within offices, the L Building is a difficult building to close at night and also a difficult building to evacuate. An announcement system that would allow Library staff to make announcements that would reach all offices in the building would be highly beneficial and improve the safety of students and staff.

Classrooms

Estimated Cost

tdb

The value should be a number.

Engagement

Discuss how faculty and staff have engaged in institutional efforts such as committees, presentations, and departmental activities. Please list the committees that full-time faculty participate in.

COA Librarians participate in Flex Day trainings and activities, serve on Academic Senate, Curriculum Committee, Budget Committee, Distance Education Committee, District Librarians Committee, Department Chairs Meetings and Technology Committee. Full-time librarians also consult with the adjunct librarians as needed.

Adjunct Librarians are invited to participate in Department meetings. Some of the topics covered include the Library student learning outcomes and assessment; vision; goals and objectives as well as always being consulted about library procedures.

Staff attend Classified Council meetings, District Emergency Trainings, District Purchasing Trainings and Millennium Trainings.

Discuss how faculty and staff have engaged in community activities, partnerships and/or collaborations.

Full-time and Adjunct Librarians working at the reference desk often refer students to outside sources particularly the public libraries in the area, as their focus is different from ours; they provide many resources that students request which our library does not have, such as current best sellers, information on local real estate, local authors, etc. We also accommodate the public in our library. They are welcome to come in and use our resources while they are in the library for quiet study, reading periodicals, and browsing books, although they are not able to check them out.

Steve Gerstle contributes to the AlamedaPointInfo.com website, reports issues that need attention near the College of Alameda to responsible City of Alameda agencies like Public Works and as a Registered Parliamentarian, consults informally on an as needed basis.

Ann Buchalter participates on the CCL-EAR Committee. As a member of CCL-EAR, Ann reviews databases for the statewide library consortium. Ann also attends the annual Internet Librarian Conference.

Discuss how adjunct faculty members are included in departmental training, discussions, and decision-making.

Adjunct librarians are included in department meetings and internal trainings. They are also regularly consulted with for feedback on department planning documents and policies. In an effort to encourage adjunct participation in planning, the library has developed a mailing list that includes all department tenure track faculty, adjunct faculty and staff that is used regularly to solicit feedback and discussion regarding library planning and assessment. All planning documents are sent out via this list and feedback is actively solicited, discussed and incorporated in department meetings.

Adjunct librarians receive a variety of instruction on how to use the smart classroom equipment from both the librarian who oversees instruction as well as the head librarian and other adjunct librarians as needed. In addition to receiving a comprehensive orientation when hired, adjuncts are continually being mentored by the Librarian who oversees instruction and have had many opportunities to observe how he conducts classes as well. All librarians, both full-time and adjunct, willingly share lessons, ideas and strategies that they have found successful with students and specific subject areas. This has created a collaborative and supportive work environment.

In the boxes below, please add improvement actions and resource requests that are directly related to the questions answered in this section. If there are no improvement actions or resource requested in this area, leave blank.

Choose your Action

Improvement Actions

Resource Request Summary

Total Cost: \$745368
 Total Resource Request: 42

Instruction	
Personnel	
Type	% Time
Description/Justification	Estimated Annual Salary Costs
Total Costs	Estimated Annual Benefits Costs
Full-time Faculty	100
The full-time instructional librarian is retiring in 2018-2019 and it is critical for the Library instruction program that this position is replaced. Campus data shows that students in sections receiving COA Library orientations have a higher success rate than students in sections that do not receive Library instructions.	77000
92000	15000
Full-time Faculty	100
The full-time Instructional and Reference Librarian is retiring in 2018-2019 and it is critical for the COA Library instruction program that this position is replaced. Campus data shows that students in sections receiving COA Library orientations have a higher success rate than students in sections that do not receive Library instruction.	77000
92000	15000
	Sub-Total: \$184000

Professional Development
 No Resources found for this category

Technology and Equipment
 No Resources found for this category

Supplies
 No Resources found for this category

Facilities
 No Resources found for this category

Library
 No Resources found for this category

Other
 No Resources found for this category

Engagement
 Personnel
 No Resources found for this category

Professional Development

No Resources found for this category

Technology and Equipment

No Resources found for this category

Supplies

No Resources found for this category

Facilities

No Resources found for this category

Library

No Resources found for this category

Other

No Resources found for this category

Library Services

Personnel

Type	% Time
Description/Justification	Estimated Annual Salary Costs
Total Costs	Estimated Annual Benefits Costs
Full-time Faculty	100
The full-time Instructional and Reference Librarian is retiring in 2018-2019 and it is critical for the COA Library instruction program that this position is replaced. Campus data shows that students in sections receiving COA Library orientations have a higher success rate than students in sections that do not receive Library instruction.	77000
92000	15000
Part-time Faculty	91
To provide equity access to the Library for evening students it is critical that the Library be open in the evenings. This is a regular maintenance of effort budget item and not a new item.	46200
49535	3335
Part-time Faculty	1.25
To provide equity access to the Library for students in Summer session it is critical that the Library be open in the summer. This is a regular maintenance of effort budget item and not a new item.	10800
11580	780
Part-time Faculty	To provide equity access to the Library for Winter Intersession students it is critical that the a librarian be available during intersession (online). This is a regular maintenance of effort budget item and not a new item.
.20	1152
1236	84
Part-time Faculty	.20
To provide equity access to the Library for Spring Intersession students it is critical that the a librarian be available during intersession (online). This is a regular maintenance of effort budget item and not a new item.	864
928	64
Part-time Faculty	.23
Provides 7 hours a week of librarian time to plan and implement the Embedded Librarian Program that is part of the College Integrated plan. This is a regular maintenance of effort budget item and not a new item. It is paid for with Equity/Basic Skills funds.	11760
12609	849
Part-time Faculty	.06
Provides a total of 62 hours of substitute librarian hours to be used should the evening librarian be out sick in order to keep the library open. This is a regular maintenance of effort budget item and not a new item.	3000
3217	217
Part-time Faculty	.20
Adjunct hours to cover the desk and provide release time for the Head Librarian. This is a regular maintenance of effort budget item and not a new item.	10080
10807	727
Part-time Faculty	1.0
To partially cover the duties of the retired Instructional and Reference Librarian (as of May 2019) until that position is filled permanently.	50400
54039	3639
	Sub-Total: \$235951

Professional Development

Type	Description/Justification
Estimated Cost	

Department-wide PD needed

The majority of the California Community College Libraries are migrating to a new Integrated Library System called Primo/Alama from Ex-Libris. The Library staff and librarians will need to attend trainings on this new system. Depending on the time of the trainings, subs may need to be hired to allow staff to attend. The migration date is set for Dec. 2019.

tbd

Department-wide PD needed

Funding is needed to pay for training of staff in the area of electronic resource management such as electronic serials, managing databases and electronic reserves.

tbd

Sub-Total: \$0

Technology and Equipment

Type
Estimated Cost
New

Description/Justification

6000

New

Library Reserve Textbooks. Students access to affordable textbooks is a critical component to their success. The Library receives no general funds for this purpose even though this is a regular maintenance of effort budget item and not a new item.

3000

New

Library Reference Books. Data shows that students access to current library materials increases success rates. Accreditation standards require that the Library provide adequate collections to support the curriculum. The Library receives no general funds for this purpose even though this is a regular maintenance of effort budget item and not a new item.

11400

New

Library Print Periodical Subscriptions. The Library receives no general funds for this purpose even though this is a regular maintenance of effort budget item and not a new item.

59000

New

Library Database Subscriptions (online magazine, journals, newspapers, ebooks, reference books, etc). The Library receives no general funds for this purpose even though this is a regular maintenance of effort budget item and not a new item.

12384

New

Library Database Subscriptions for equity focused databases (ebook database and film database). These subscriptions have always been paid through the Office of Instruction and are tied to the Equity Plan.

The Integrated Library System (Sierra, Innovative Interfaces) that is used in the Library for managing all aspects of the collection (Searchable Catalog, Circulation, Fines, Cataloging, Acquisitions, Serials, etc.) is a cloud based product that requires an annual maintenance fee. This fee is paid by the District. This is a regular maintenance of effort budget item and not a new item.

paid by District

New

The Library utilizes a cataloging database (OCLC) to assist with cataloging books. The Library is charged a monthly fee for the use of this database. This is a regular maintenance of effort budget item and not a new item. The District is suppose to transfer these funds to the College Libraries as per an MOU from Calvin Madlock dated Sept. 2015,

1575

New

The majority of the California Community College Libraries are migrating to a new Integrated Library System called Primo/Alama from Ex-Libris. The bulk of the cost for this migration is being covered by the State but should the College Library need any add-ons beyond the basic package, there may be additional costs. That is yet to be determined. The migration date is set for Dec. 2019.

tbd

New

Library Reference Desk Online Chat Software. Chat software is used to answer Reference Questions via chat from distance education students. There is an annual fee to use the chat software. This is a regular maintenance of effort budget item and not a new item.

300

New

Public Web Browser. The Library pays an annual fee for software that is used on the Reference Area computers to allow the Librarians to customize the screen and define the resources accessed by these computers. This is a regular maintenance of effort budget item and not a new item.

250

New

Wireless printing from students laptops to a GoPrint station in the Library. The Library would like to implement a beta test for the campus where students can use their laptops in the Library to print to our GoPrint Station. This project would require funding and IT support. This is something that has been identified as a high need for our area based on the number of requests for this that we have tallied on our reference statistics sheets.

tbd

New	
2758	
New	
10000	
New	
42000	
New	
36000	

The Library would like to install USB charging ports on the tables in the Library. The tables are already configured to allow for the ports but we would need to purchase the ports (quantity of 50) at a cost of \$56/each = \$2,758. This is something that has been identified as a high need for our area based on the number of requests for this that we have tallied on our reference statistics sheets.

Library Instruction Area's Smart Classroom Upgrade. The Library smart classroom is out-of-date and unreliable. The Library has been requesting an update to their smart classroom for over 5 years (in APUs and Program Reviews).

The student use computers in the Reference Area that are used by students to do research are over 10 years old. The Library has been requesting a replacement of these computers for over 5 years (in APUs and Program Reviews). There are 14 computers in this area. Two of these computers are also used for DSPTS (with software such as JAWS loaded).

The Library computers that are used by library staff to assist students are out of date. The Library has been requesting a replacement of these computers for over 5 years (in APUs and Program Reviews). There are 12 computer workstations in the Library that are used by staff and student workers.

Sub-Total: \$184667

Supplies	
Type	
Estimated Cost	
Books, Magazines and Periodicals	
50000	
Instructional Supplies and Materials	
3000	

Description/Justification

Library Books. The Library needs consistent funding to be able to purchase current materials for students to use covering all subjects. Data shows that students access to current library materials increases success rates. Accreditation standards require that the Library provide adequate collections to support the curriculum. The COA Library Circulating Collection is extremely out of date with only 23% of the print collection having been published within the last 18 years. The Library receives no general funds for this purpose even though this is a regular maintenance of effort budget item and not a new item.

Supplies for Library books that are checked out by students such as book covers, barcodes, security strips, etc.

Sub-Total: \$53000

Facilities	
Type	
Estimated Cost	
Classrooms	
tbd	
Classrooms	

Description/Justification

Library Lighting Upgrade. This project has been in-progress with the District for over 5 years with no movement beyond discussion.

Identify additional space for group study rooms in the Library. This is based on increased usage statistics for the booking of study rooms.

New Roof for the L Building- the L Building's roof leaks when it rains. Every winter we put buckets out to prevent damage. It is in desperate need of replacement.

New HVAC System for the L Building - the Library HVAC is out of date and constantly in need of repair.

Update student study rooms in the Library with soundproof glass and presentation technology.

Update the electrical system for the L Building - the Library electrical system is out of date with many electrical outlets on the floor not working.

Fix the blue phones on campus and provide panic buttons for service desks in the Library (at the Reference Desk, Circulating Desk and Reserve Desk).

Install an L Building Announcement System. Due to the 2nd floor layout with offices within offices, the L Building is a difficult building to close at night and also a difficult building to evacuate. An announcement system that would allow Library staff to make announcements that would reach all offices in the building would be highly beneficial and improve the safety of students and staff.

Sub-Total: \$0

Library
Type
Estimated Cost
Other
2600

Description/Justification

Equipment service and contracts for the copies and security gate. This is a regular maintenance of effort budget item and not a new item.

Sub-Total: \$2600

Other
Type
Estimated Cost
150

Description/Justification

Membership to CCLC. The Library is a member of CCLC. This membership provides us with significant discounts on Library database subscriptions. This is a regular maintenance of effort budget item and not a new item.

Sub-Total: \$150

Sign and Submit

Please provide the list of members who participated in completing this program review.

Jane McKenna, Ann Buchalter, Caitlin Gilbert

Please enter the name of the person submitting this program review.

Jane McKenna