Welcome to Program Review

College of Alameda- 2019

LIS - Service Area with Instruction - Library

Annual Program Update

Program Overview

Please verify the mission statement for your program. If your program has not created a mission statement, provide details on how your program supports and contributes to the College mission.

Mission:
  The College of Alameda Library is a teaching and learning-centered library for a diverse community by 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)
â€" To provide timely, appropriate, current, and knowledgeable responses to student and faculty requests for information in print, electronic and web-based formats. (Maps to ILOs #2 and #3)'â€" To provide a comfortable, safe, clean and quiet learning environment for all students. (Maps to ILOs #3 and #5)
â€" To administer fair and objective service policies that maintain
 ethical information use guidelines and respect an individual's right to privacy. (Maps to ILOs #4 and #5)

Library Service Area Outcomes:
1.   Library provides sufficient resources to meet the information needs of the curriculum. (maps to ILO #1 and #2)
2.   Library provides sufficient access to Library resources. (maps to ILO #1 and #5)
3.   Students will be able to effectively, efficiently, and ethically
access and use needed information. (maps to ILO #1, #4 and #5)

Program Total Faculty and/or Staff

Full Time	**Part Time**
Ann Buchalter (faculty)	Mary Poeck (faculty)
Jane McKenna (faculty)	Barbara Fields (faculty)
Caitlin Gilbert (staff)	Amy Stewart-Deaker (faculty)
Glenda Gardner (staff)	Adam Mann (faculty)
Cheryl Peel (staff)	Claire Sue (faculty)
Lili Tavassoli (staff)	Alex Moazeni (faculty)

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

Justification: It is critical that the Library hire an Instruction 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 | If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?
  In-Progress

College Goal
  Increase retention and persistence rates

District Goal
  Advance Student Access, Equity, and Success

Goal:
 That at least 30% of the Library collection has a publication date within the last 18 years. Justification: Campus data shows that students checking out print books have a higher gpa 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 | If Completed, What evidence supports completion of this goal? How did you measure the achievement of this goal?
  In-Progress

College Goal
  Increase retention and persistence rates

District Goal
  Advance Student Access, Equity, and Success

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

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

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

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

College Goal

Increase community and educational partnerships

District Goal

Advance Student Access, Equity, and Success

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.

Resource Request Summary

Total Cost: $517078
Total Resource Request: 33

Program Update
Personnel

Type	% Time	Description/Justification	Estimated Annual Salary Costs	Estimated Annual Benefits Costs	Total 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	15000	92000
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	3335	49535
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	780	11580
Part-time Faculty	.40	To provide equity access to the Library for Winter and 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.	1600	150	1750
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. In the past it was paid for with Equity/Basic Skills funds.	22000	2000	24000
Part-time Faculty	.10	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	250	3250

| Part-time Faculty | .20 | Adjunct hours to cover the desk and provide release time for the Head Librarian (6 hrs/week). This is a regular maintenance of effort budget item and not a new item. | 10080 | 727 | 10807 |
| 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 | 3639 | 54039 |

Sub-Total: $246961

Professional Development
No Resources found for this category

Technology and Equipment

Type	Description/Justification	Estimated Cost
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	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.	10000
Replacement	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).	10000
New	The Library would like to purchase laptops/tablets for student to checkout and use within the Library only. This would be a new service and would require coordination with IT.	20000
Replacement	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).	42000
Replacement	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.	36000

Sub-Total: $118000

Supplies

Type	Description/Justification	Estimated Cost
Library Collections	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.	6000
Library Collections	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.	3000
Library Collections	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.	11400
Library Collections	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.	59000
Library Collections	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.	12384
Library Collections	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.	50000
Instructional Supplies and Materials	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.	2758
Instructional Supplies and Materials	Supplies needed to catalog/process new library books that are checked out by students such as book covers, barcodes, security strips, etc.	3000

Sub-Total: $147542

Facilities

Type	Description/Justification	Estimated Cost
Other	Library Lighting Upgrade. This project has been in-progress with the District for over 5 years with no movement beyond discussion.	tbd
Other	Identify additional space for group study rooms in the Library. This is based on increased usage statistics for the booking of study rooms. We would also like to add presentation technology in the study rooms.	tbd
Other	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.	tbd
Other	New HVAC System for the L Building- the Library HVAC is out of date and constantly in need of repair.	tbd

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

Sub-Total: $0

Library

Type	Description/Justification	Estimated Cost
Other	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
Other	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
Other	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
Other	Equipment service contract for the security gate. This is a regular maintenance of effort budget item and not a new item.	2600
Other	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.	150

Sub-Total: $4575

Other

No Resources found for this category

Sign and Submit

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

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

Sign and Submit

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

Jane McKenna, Ann Buchalter

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

Jane McKenna