

Academic Services School Plan 2011-12

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| <p>1. Mission</p> | <p>The Office of Academic Services seeks to provide administrators, faculty, and students with accurate and timely information on the course offerings and programs within the college and Schedule of Classes, to maintain all curriculum and instructional programs in the system database, and to ensure state requirements have been met. The Library and the Study Abroad Program are now part of Academic Services.</p> <p>The purpose of Long Beach City College Library is to support the educational mission of the College by anticipating and fulfilling the information needs of the diverse student, faculty, administrative, staff, and community populations. The goal of the Library program is to prepare all students transfer, vocational, and lifelong learners to function effectively in a society that is information-dependent and technology driven. Library systems are designed, and the staff is organized and committed to help users develop information competency, synthesize the skill to identify, retrieve, evaluate, and apply information to a problem-solving context.</p> <p>Study Abroad seeks to expand the learning experiences outside the confines of the classroom by providing students the opportunity to live, travel and study in a foreign country.</p> |
| <p>2. Alignment to college-wide goal</p> | <p>Through the publication of the schedule and catalog, Academic Services has highlighted the purpose of Long Beach City College Library to support the educational mission of the College by anticipating and fulfilling the information needs of the diverse student, faculty, administrative, staff, and community populations, and more specifically, by preparing all students--transfer, vocational, and lifelong learners--to function effectively in a society that is information-dependent and technology-driven. Library systems are designed, and the staff is organized and committed, to help users develop information competency, the skills needed to identify, retrieve, evaluate, and apply information to a problem-solving context. In order to accomplish this goal, the Library faculty and staff provide users with access to recorded knowledge in print, image, sound, and digital formats that support the instructional programs, research efforts, and social responsibilities of the College.</p> |
| <p>3. How does School support Dept/ Program goals?</p> | <p>The School has provided support in a number of areas. There is access for the first time ever to a classroom at the PCC Library, the acquisition of a new photocopier, and the purchase of iClickers to support evidence of SLOs. Library 1 and Study Abroad will also be advertised in the Schedule of Classes.</p> |
| <p>4. Summary of Access, Efficiency and Effectiveness</p> | <p>Data from statistical reports provided by Institutional Effectiveness reveal the following trends:</p> <ul style="list-style-type: none"> - the success, retention, and completion rates of students enrolled in Library courses have increased considerably over the past three years; - the class-size averages and program loads have risen considerably over the past three years; - the number of course sections, the number of student enrollments, the FTES, and the WSCH have risen dramatically over the past three years. <p>The institutionalization of information competency as a requirement for the attainment of an AA degree has increased enrollment in Lib 1 and Lib 3 courses, and in some cases, sparked an interest in students to take additional library courses. Clearly, there is a growing demand for library courses in both the online and face-to-face environment.</p> |

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| | <p>The Library re-launched the Library Technician Program in the Fall of 2008, heavily promoting it to the LBCC community and libraries in neighboring areas. The first set of students earned their certificates in Library Technology in Academic Year 2009/2010.</p> |
| <p>5. Summary of Enrollment Management Efforts, Issues, Strategies</p> | <p>The Library offers a variety of courses designed to meet the particular needs of specific groups of students. For example, library courses support GE Plan A and the needs of transfer, graduating, and vocational students, as follows: GE Plan A: Lib 3 Transfer need: Lib 1, Lib 2, Lib 3 Graduation requirement need: Lib 1 and Lib 3 Vocational need: Lib 201, Lib 202, Lib 203, Lib 204, Lib 210, Lib 211, Lib 212, Lib 213</p> <p>The Library Technician Program leads to a Library Technician Career Certificate, and special effort is made to promote the program to personnel in the Career and Job Services Center, who in turn, disseminate information to students.</p> <p>Largely due to an intensive outreach effort, the vocational courses have consistently met and even surpassed the enrollment target; enrollment for library courses continues to grow steadily, culminating in the Spring of 2009, when the Library offered one section each of seven different courses, as well as four sections of Lib 1. Significantly, LBCC Library offered more courses than any other community college in Los Angeles and Orange counties.</p> <p>The Library has taken full advantage of the online, interactive environment to offer sections of its entire curriculum online, thereby extending access to a far broader community of learners.</p> <p>To increase the effectiveness of the instructional program, librarians have developed various rubrics to assess student-learning outcomes for information competency and for general and subject-specific library orientations, administered through pre- and post-tests.</p> <p>To collect student data instantaneously in a classroom setting, as a measure of student learning outcomes, librarians plan to employ 'I-Clickers,' a hardware solution to collect student responses. Currently, the Library is in need of funds to support this effort.</p> |
| <p>6. Evidence of Academic Quality</p> | <p>Information literacy is the cornerstone of the library instructional program, and in recognition of its importance, the District requires information competency for graduation. Student success rate in the library classes is very high.</p> <p>Under the auspices of Academic Services, the library meets and enhances students critical thinking and information competency skills, two of the pivotal pillars of the College's institutional and General Education outcomes, through its layered and multi-pronged instructional program that includes subject-specific library orientations, workshops and credit courses. Cognizant of the fact that the majority of underprepared students lack basic research and computer skills, our carefully crafted and sequential instructional program is designed to address this learning lacuna and concomitant issue of retention, and provide stimulating learning opportunities for students to learn, flourish and succeed.</p> <p>The Library's curriculum is designed to promote thought transformation, sound reasoning, and an enriched understanding of the world. They also encourage a more sensitive awareness and deeper understanding of the range of perspectives and worldviews that are possible that is, an appreciation of cultural diversity.</p> <p>The library faculty has started collecting data to measure student learning</p> |

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| | <p>outcomes, using either pre-tests and post-tests or systematic rubrics. Analyses of the data will be applied to refine teaching. As a hybrid program, the Library has developed measuring tools to assess service unit outcomes for circulation, collections, and reference transactions in order to study the depth, range, efficacy and clarity of library services.</p> |
| <p>7. Identify programs/ activities requiring attention</p> | <p>Resources needed to promote student success: To improve functionality and interactivity of the Library Web site: - Renew license for Federated search engine (\$8147 per year); - Renew license for Serial Solutions 360 MARC updates (8,920 per year); - Continue subscription to LibGuides (\$2,999 per year); - Acquire the Alesis USB Mic Podcasting Kit with Headphones and Software \$100 Library resources: More print books, print periodicals, online databases, instructional videos/DVD, and electronic books are needed to update Library collection and improve student success. - Print books for LAC and PCC libraries: \$75,000.00 - Print Periodicals for LAC and PCC: \$69,000.00 - Online Databases: \$154,000.00 estimate - Instructional videos and DVDs: \$10,000.00 - Electronic books: \$12,000.00 Resources necessary to expand the reserve function. -With the skyrocketing cost of textbooks, more students find the cost prohibitively expensive, and they rely on the Library's reserve collection of textbooks to complete their assignments. -Implement E-reserve to accommodate the research needs of distant learners- \$40,000 for the first year (Note: cost reduces after the first year to approximately \$20,000 since we no longer need to purchase equipment and software).</p> |
| <p>8. Curriculum & Instruction: Emerging needs</p> | <p>The library continues to expand its instructional program. For example, beginning in Fall of 2009, the Library started offering a series of discipline-oriented workshops, daily drop-in research assistance hours, and personal one-on-one half-hour consultations with a librarian. The library continues to reach out to new users. Since the Summer of 2009, for the first time, a one-hour Library orientation was incorporated into the 2-day orientation program for students in the International Student Program (ISP). Given the success of the library orientations, the American Language and Culture Institute (ALCI) plans to incorporate in the future regular library orientations into their program. The Library will continue to develop a close working relationship with the ISP. In addition to face-to-face classes, all Library courses are offered online, including courses on information competency and the sequence of courses required for the Library Technician Certification Program, thus increasing the number of distant learners. Cognizant of this fact, librarians have revamped the library orientation program and workshops, so that they now provide a platform for close collaboration with faculty. A concerted effort is underway to seamlessly integrate information competency into the curriculum and across disciplines, with applicable rubrics to measure students' success. Having crafted systematic measuring tools that quantify how learning is taking place in the classroom, the next goal will be to establish a high level of communication and dialogue with faculty across disciplines to bring the Library to the classroom and the classroom to the Library. Given the fast-paced ever-changing, and information-saturated nature of</p> |

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| | <p>the world today, information literacy is vital, because it encompasses library literacy, information-technology literacy, and Internet literacy. Such literacy facilitates lifelong learning. Once again such a humanistic underpinning of learning within a larger global context that the Library passionately espouses is in sync with the College's core mission to promote and nurture cultural diversity in its curriculum and organization that respects the rights of diverse peoples and cultures.</p> <p>Implicit in the College's philosophy and educational mission is to equip our students to join the work force for the 21st century that requires highly trained vocational, computer, computational, and literacy skills in order to compete in the global market and economy. To that end and common goal that binds the Library's and College's mission, the newly constituted Library Technician Program promises to produce library technicians with the requisite high-level skills to work in an ever-changing and evolving information field in the Digital Age.</p> <p>The Library has taken full advantage of the online, interactive environment to offer sections of its entire curriculum online, thereby extending access to a far broader community of learners.</p> <p>Through the application of virtual-reference services and innovative Web technologies, the Library has effectively increased service to a wider audience.</p> |
| <p>9. Issues and Concerns regarding Curriculum and Instruction</p> | <ul style="list-style-type: none"> - Explore ways to establish and implement a high level of communication and dialogue with faculty across disciplines to bring the Library to the classroom and the classroom to the Library. - Employ ways to increase faculty participation in library orientations through a new outreach effort, especially by liaising with instructors and department heads responsible for creating new courses to introduce the multiple Library resources and services, thus establishing a more personal working relationship. - Explore innovative methods to market library services to the community of users. Recent efforts include the formation of the Library Club, re-organization of workshops, and development of subject-specific orientations. The librarians will continue to advertise library services in The Viking and In the Loop; participate in new-faculty orientations, Flex Day workshops, ITDC workshops, WRC workshops; send e-mails to the faculty; personally communicate with the faculty in the Schools with which we liaise; and strategically position flyers and posters around campus. |
| <p>10. Full-time faculty staffing priorities</p> | <p>Staffing</p> <p>In order to provide quality service to our community of customers, the Library is in need of the following human resources:</p> <p>One full-time library tenure track faculty position.</p> <p>Augment the Libray instructional budget by \$4,200 so that four more sections of Lib1 will be offered to accommodate the transfer and graduation needs and requirements of students.</p> <p>$(\\$58.28/\text{hour} * 18\text{hours} = \\$1049.04 * 4\text{classes} = \\$4,196.16)$</p> |
| <p>11. Part-time faculty staffing (FTEF) trends</p> | <p>Increase the part time budget to provide twenty additional hours per week to meet the needs in the following areas:</p> <ul style="list-style-type: none"> -provide reference service -conduct library orientations and workshops -develop and publish subject guides LibGuides and Library Updates -participate in department planning -perform various other related professional duties. -gather and analyze Student Learning Outcomes data |

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| | <ul style="list-style-type: none"> -gather and analyze Service Unit Outcomes data -participate in collection management, including weeding |
| <p>12. Classified hiring needs/priorities</p> | <p>Hire:</p> <ul style="list-style-type: none"> - A full-time library Technician II to catalog print and non-print materials. This position was vacated by resignation. -One full-time Library Technician I to perform Library acquisitions duties. -Three staff members to cover the LAC Circulation/Reserve desks,LAC Research Center, PCC Research Center. -One part-time administrative support staff at the PCC Library. |
| <p>13. Professional Development/ Training Activities needed</p> | <p>Due to limited funding and shrinking number of tenure-track library faculty due to retirement, Library faculty and staff have not been able to attend national conferences for quite some time. In the Summer of 2008, Library faculty and staff were able to attend the American Library Association annual conference, only because it was held in Anaheim, CA. The library faculty and staff plan on attending the ALA Conference in Summer 2012. Librarians usually attended the excellent one-day workshops offered locally once or twice yearly by the Council of Chief Librarians (CCL) organization. Librarians need at least to attend national conferences, if not international conferences and book fairs in order to stay current in this dynamic, every-changing profession. As a technology-driven organization, the library constantly is challenged to update the skills of its employees; retraining, continuing education, and networking with other information professionals is vital to the library's effectiveness and efficiency. It can be realized at relatively low cost for librarians through:</p> <ul style="list-style-type: none"> ? Participating regularly in workshops, panels, user groups, and discussion groups sponsored in local area by California Academic and Research Librarians (CARL), California Library Association (CLA), Southern California Instruction Librarians (SCIL) and others ? Networking with colleagues at neighboring community college libraries and visiting those sites to seek innovative approaches to delivery of information services that might improve LBCC Library operations ? Keeping abreast of professional literature through regular review of American Libraries, College & Research Libraries, C&RL News and their associated blogs and e-mail postings ? Participating in publisher-sponsored webinars and staff training opportunities designed to promote better awareness of the capabilities of their database products and to enable librarians to show others how to use them more effectively ? Membership and active participation in local, state, and national professional organizations and in their divisions and roundtables that focus upon issues important to community college libraries, such as the ACRL's Community and Junior College Libraries Section (CJCLS) <p>For support staff development activities will encompass:</p> <ul style="list-style-type: none"> ? Participation in LBCC sponsored workshops that are relevant to the assignment such as dealing with problem patrons, diversity awareness, telephone etiquette, etc. ? Providing train the trainer experiences wherein one staff member is trained, then he/she shares knowledge with other members of the unit ? Designing cross-training opportunities to have key staff learn how to function in other units, thereby employees are prepared to serve as emergency backups when necessary ? Support staff in Academic Services need training in Resource/Schedule 25 and in the data warehouse as it continues to be developed. They will need to attend training sessions by CollegeNet. |

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| <p>14. Budget account adjustments needed</p> | <p>To support the evolving curriculum, the Library recommends the following budget account adjustments: -Print books for LAC and PCC: \$75,000. -Print Periodicals for LAC and PCC: \$69,000. -Online Databases: \$154,000. -Instructional videos and DVDs: \$10,000. -Electronic books: \$12,000. - Supplies for three Microfiche/film machines: approximately \$3,000 per year - Toners for two new printers acquired for student use: (approx. \$200/per toner) - \$1,200/year</p> |
| <p>15. Infrastructure/facilities issues</p> | <p>? Limited space for studying ? Limited space to house the reserve collection Unfortunately, the increased demand for reserve items was not factored into the design of the remodeling of Building L, which allocated minimal space for this function. Students are often lined up to check out textbooks. There is a need for additional space to house the reserve collection and staff members who serve the students. ? Noise ? Furniture ? PA system</p> |
| <p>16. Access (ADA-compliance) issues?</p> | <p>The Library has received many complaints from disabled students regarding the inadequacy of entry, exit, and elevator facilities.</p> |
| <p>17. Describe outreach efforts and results</p> | <p>Beginning in the Summer of 2008, LBCC, as part of the Long Beach College Promise, launched a number of outreach events at both campuses such as Weeks of Welcome in August 2008, All Long Beach Unified High School Counselors? Conference in November 2008, and the College Promise Tour for the fourth graders in May and June 2008 (the Library was one of the ?hotspot? on these tours.) Working closely with Coleen Maldonado, Director of Student Outreach and Recruitment, the Library participated in all these events at both campuses with Library staff manning the Library table, distributing Library brochures and flyers and promoting library services and library classes to the public. At PCC campus, the Library has been one of the principal stops for the Camminata Day. Considerable outreach efforts have been extended to EOPS and international students. In the Fall of 2008, the Library established contact with the ASB cabinet to promote and introduce library services and resources. As a result, the Library received two ASB grants in the amount of \$1,500 each in Spring and Fall of 2009 to purchase textbooks for the reserve collection. Examples of community outreach activities that have occurred include: ? Camminata ? 4th grade tour/orientation ? Participation in high school student outreach Early Bird Program answering questions of prospective students and distributing brochures about library services As a consequence, more students enroll in LBCC with foreknowledge of library collections and services. -Library faculty and staff participated in the Library Technology Fair Panel</p> |

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| | hosted by the LBCC Career Center to promote the Library Tech program. |
| 18. Describe grants initiated | <p>LBCC Library participates in the Community College League (CCL) consortia. Through this partnership, the Library is able to subscribe to online resources at a reduced price taking advantage of economies of scale. In support of Student Success the library has taken the initiative to seek:</p> <ul style="list-style-type: none"> ? ASB grants to purchase textbooks to place on reserve for students unable to purchase their own copies ? LBCC Foundation grants to restore unfunded and underfunded book budgets ? funding from the Dean's office to purchase iClickers was valuable in enriching students library instruction experience through the addition of interactive content and assessment. |
| 19. Describe economic development activities | <p>Economic development activities initiated by the library include:</p> <ul style="list-style-type: none"> ? Partnering with the Library And Learning Resources Associates (LLRA) to develop an Adopt a Book program to purchase needed print resources for the collection ? Promoting other LLRA programs such as author presentations designed to enlist the support of the local community in donations to the library. |
| 20. Describe internal and external partnerships | <p>Internally, the Library faculty works closely and collaboratively with LBCC department faculty in the development of learning objectives for course specific library orientations and in the assessment of library collections, particularly as they relate to accreditation and program review. Externally, the following library partnership efforts serve to promote student success:</p> <ul style="list-style-type: none"> ? The Library participates in resource-sharing with CSULB and other institutions worldwide. ? The Library participates in a "reciprocal borrowing" agreement with CSU Long Beach Library whereby LBCC students, staff, and faculty can check out books and media materials while extending the same privileges to our neighboring institution. ? The Library offers a comprehensive Interlibrary Loan service to obtain books and articles from libraries worldwide for LBCC Library customers ? Participates in the OCLC library cooperative to share cataloging information and eliminate costly duplication of cataloging effort ? Membership in the Community College League a consortium of California libraries through which the costs and terms for subscriptions to online information resources are negotiated and a lot of money is saved. |
| 21. Describe opportunities in the internal and external communities | <p>There are several opportunities for community outreach that should be explored:</p> <ul style="list-style-type: none"> ? Expansion of the existing CSULB Library agreement to include Long Beach Public Library could open the door for "express book delivery" among the libraries of the three Long Beach library systems because the public library courier already has such an arrangement with CSULB. ? As part of the networking efforts with neighboring community colleges, the Library needs to explore the possibility of reciprocal borrowing agreements with them ? LBCC alumni regularly ask if they can borrow library materials; we need to establish a way for them to purchase a community borrower card to obtain library privileges at LBCC |

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| | <p>? Internally, the library should consider participating in the textbook rental program which is already in place at CSULB between the library and the bookstore; students pay about half the cost of the textbook and obtain it for the semester. The library is the agent for lending the book and for assessing penalties should it not be returned.</p> <p>? Explore further opportunities for librarians and teaching faculty to team teach courses so that library research can be integrated seamlessly into the assignments</p> |
| <p>22. List major accomplishments</p> | <p>Background Although challenged by unprecedented budget cuts and reductions in staff, the Library Department continued to provide quality service to students, staff, faculty, administrators, and other library patrons. The growth, documented in highly detailed statistical reports on file in the department, is indicative of the commitment and hard work the Library faculty and staff have devoted to student success. However, numbers alone cannot convey the care and professionalism with which the Library faculty and staff have delivered services, be it orientations that are carefully designed to support course assignments, consultations at the reference desk, or circulation transactions.</p> <p>The Library seamlessly adapted to a new organizational structure, transitioning out of the School of Learning Resources, Teaching and Technologies, reporting to Academic Services for greater efficiency, effective July 1, 2009.</p> <p>Both LAC and PCC Libraries relocated to their new and remodeled buildings with minimal interruption of service to students. Since the relocation, statistics reveal a steep incline in library services by users.</p> <p>Instructional Program</p> <ul style="list-style-type: none"> -Identified, completed, and submitted student learning outcomes (SLOs) for all Library courses. Implemented pre- and post- library orientation assessments. -Pioneered SLOs and Service Unit Outcomes (SUOs) for the Library's hybrid program at the course and program levels and submitted them ahead of schedule and shared our expertise with faculty in other departments to help them to complete their SLOs. -Designed and implemented rubrics and other assessment tools for SLOs at the both the course and program levels, including service-unit outcomes for reference, library collections, and overall efficacy of library services. -Applied a pedagogical tool, iClickers, as a revealing means of measuring SLOs. -Developed and facilitated a series of over 60 discipline-oriented workshops, daily drop-in research assistance hours, and personal one-on-one half hour consultation with a librarian in Room L103. Conducted an increased number of orientations. <p>Systems</p> <ul style="list-style-type: none"> -Upgraded Voyager, the Web-based online catalog, to the latest version, Oct 2009. <p>Collections (electronic, print, and non-print)</p> <p>Electronic resources (Online Databases):</p> <ul style="list-style-type: none"> -Increased online database usage from previous year. -Acquired subscriptions to five additional databases: CINAHL full-text databases to expand and improve access to scientifically-based, original research in the broad curricula of nursing and health science; and JSTOR, full-text access to scholarly journal articles published prior to the 1980s, and ArtStor, Gale Business Company Resource |

Center, and Current Issues: Environment.

Print circulating collection (books):

- Updated the collections at LAC and PCC applying capital-outlay funds to support the evolving collection, especially in the areas of green technologies, health, career development, and trade/vocational studies.
- Established a display of leisure reading materials to encourage library use and reading, which has quickly become a highly used and popular collection.
- Completed inventories of LAC's paperback, juvenile, and play collections.

Non-print (videos, DVDs, CDs, etc.):

- Transferred 75 instructional VHS format to DVD format for back-up purposes
- Rearranged media room to allow ease of access and browsing for instructors
- Created title list that is searchable by subject, title, and or series (50% complete)

Periodicals:

- Re-organized the periodicals, microfilm and microfiche collection for easy access.

Reserve collection:

- Increased the PCC reserve collection by adding 81 new titles/items
- Launched a massive and systematic project to weed the LAC outdated and obsolete book collection.

Human Resources

- Hired a Library Media Technician to manage the Library instructional-media area, a position vacated through retirement.
- Re-organized personnel in technical and public services for greater efficiency.
- Recruited and hired part-time librarians.

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Resource-sharing:

Interlibrary Loan (App.1)

- Increased the loan of LBCC library materials to other libraries from 2008/09 Fiscal Year from 10 to 63 in 2009/10.
- Received a greater number of requests from LBCC faculty/staff and students this 2009/10 Fiscal Year (189 requests) compared to 2008/09 Fiscal Year (154 requests).
- Usage of LAC study rooms from 163 (2008/09) to 4,463 (2009/10)
- Increased patron count using the PCC Library from 59,423 (2008/2009 academic year) to 71,407 (2009/2010 academic year)
- Increased patron count at LAC by 44.8% (381,535 for 2009/2010 academic year)

Outreach and Marketing

The Library faculty and staff actively engage in promoting library resources and services through rigorous advertising and marketing to the students, staff, faculty, and the LBCC community.

- Participated and advocated library services and resources at the Resource Fair and Caminata.
- Facilitated the LBCC nursing accreditation processes by engaging the nursing faculty's participation in selecting books and online database resources
- Library Department collaborated with the Art department to subscribe to ArtStor database
- Library faculty and staff participated in the Library Technology Fair Panel hosted by the LBCC Career Center to promote the Library Tech program

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| | <p>-Flex workshops: Library faculty hosted various online database vendors for the workshop "Vendor Day" on Flex Day, March 24, 2010.</p> <p>-Learning Associates:</p> <p>-Hosted an exhibit of artwork and a presentation on African American inventors.</p> |
| 23. Areas in need of improvement | <p>Budget to update Library collection which includes print books, periodicals, online databases, instructional videos, and electronic books. Outreach and promotional budget for the Library research and instructional activities including professional advertising.</p> <p>Unforeseen problems have arisen in the Library following the reoccupation of building L that will require attention and in some cases further investment:</p> <p>-Improve the functionality and interactivity of the Library web site for ease of access to resources</p> <ul style="list-style-type: none"> ? Signage is lacking or inadequate ? The location of the reserve book room presents staffing challenges and its size is inadequate ? A public address system continues to be a crucial need ? At least one area restricted to quiet study needs to be created ? Improve ADA accessibility of the building. ? Increase space for reserve collection. <p>Academic Services - Schedule 25 is needed so that the Office of Academic Services can centralize room scheduling more effectively and ensure that facilities are being used in an efficient manner. With the new and ongoing construction on both campuses, a more sophisticated tool for automated scheduling is needed.</p> |
| 24. Additional comments. | |
| 25. Names & titles workgroup members | Library faculty and staff |

Summary Unit: Academic Services School Plan

Goal Priority: 1

Goal: Student Success (Library)

a. Developing the functionality and interactivity of the Library Website (Library)

b. Update Library Collection (Library)

- Inventory, weed, and shelf-read the reference and circulating book collections
- Update the outdated, obsolete collection to support the evolving curriculum

c. Using rubrics to measure information competency skills. (Library)

Supported Department Goals:

Type of Resource Requested: Software

Resources Requested: To improve functionality and interactivity of the Library Web site:

- Renew License for Federated search engine (\$8,147.00 per year);
- Renew License for Serial Solutions 360 MARC Updates (\$8,920.00 per year);
- Continue subscription to LibGuides (\$2,999 per year);
- Acquire the Alesis USB Mic Podcasting Kit with Headphones and Software \$100

Estimated Cost:

Year:

Suggested Funding Source:

Comments: - Cap outlay
- VTEA/Capital Outlay ? Periodicals
- Capital Outlay/Block Grant ? Books, Online Databases, E-books, Instructional Media

Other Suggested Funding:

- ASB textbook (reserve) grants
- LBCC Foundation Grants
- Library & Learning Associates fundraisers

Type of Resource Requested: Supplies

Resources Requested: More print books, print periodicals, online databases, instructional videos/DVD, and electronic books are needed to update Library collection and improve student success.

- Print books for LAC and PCC is approximately \$75,000.00
- Print Periodicals for LAC and PCC is approximately \$69,000.00
- Online Databases: \$154,000.00 estimate
- Instructional videos and DVDs: \$10,000.00
- Electronic books: \$12,000.00

Resources necessary to expand the reserve function.

-With the skyrocketing cost of textbooks, more students find the cost prohibitively expensive, and they rely on the Library's reserve collection of textbooks to complete their assignments.

-Implement E-reserve to accommodate the research needs of distant learners- \$40,000 for the first year (Note: cost reduces after the first year to approximately \$20,000 since we no longer need to purchase equipment and software).

Estimated Cost: 360000.0000
Year: 2011-2012
Suggested Funding Source: Capital Outlay
Comments: Cap outlay
- VTEA/Capital Outlay ? Periodicals
- Capital Outlay/Block Grant ? Books, Online Databases, E-books, Instructional Media
Other Suggested Funding:
-ASB textbook (reserve) grants
-LBCC Foundation Grants
-Library & Learning Associates fundraisers

Type of Resource Requested: Supplies
Resources Requested: Vocational
-Career books for LAC and PCC \$15,000.00
-print periodicals for: \$69,000.00
Estimated Cost: 84000.0000
Year: 2011-2012
Suggested Funding Source: VATEA
Comments: Cap outlay
-VTEA/Capital Outlay ? Periodicals
-Capital Outlay/Block Grant ? Books, Online Databases, E-books, Instructional Media
Other Suggested Funding:
-ASB textbook (reserve) grants
-LBCC Foundation Grants
-Library & Learning Associates fundraisers

Type of Resource Requested: Software
Resources Requested: Online Databases: \$154,000.00
Estimated Cost: 154000.0000
Year: 2011-2012
Suggested Funding Source: VATEA
Comments: Cap outlay
-VTEA/Capital Outlay ? Periodicals
-Capital Outlay/Block Grant ? Books, Online Databases, E-books, Instructional Media
Other Suggested Funding:
-ASB textbook (reserve) grants
-LBCC Foundation Grants
-Library & Learning Associates fundraisers

Summary Unit: Academic Services School Plan

Goal Priority: 2

Goal: Targeting Underprepared Students, Conducting subject-specific Workshops and library orientations (Library)

Supported Department Goals:

Type of Resource Requested: Personnel - Faculty

Resources Requested: -Hire one full-time tenure track Library faculty position: \$82,707.68 each (on 11 mo - Salary Schedule 1A Step 8, Column 6 Scale D)

-Increase part time librarian accounts (by \$40,000.00) per Academic year.

-Augment the Library instructional budget by \$4,200 so that four more sections of Lib1 will be offered to accommodate the transfer and graduation needs and requirements of students.

(\$58.28/hour*18hours=\$1,049.04*4classes=\$4,196.16)

Estimated Cost:

Year:

Suggested Funding Source:

Comments:

Summary Unit: Academic Services School Plan

Goal Priority: 3

Goal: Assess Student Success (Assessing Library Services, Resources, and Facilities to promote Student Success)

Supported Department Goals: In addition to request for additional library faculty, hire classified personnel to support library services and functions for student success:

-One full-time library Technician II to catalog print and non-print materials. This position was vacated by resignation.

-One full-time Library Technician I to perform Library acquisitions duties. This position was vacated by downsizing.

- Three part time Library Assistants (45% each) to cover the: LAC Circulation/Reserve desks, LAC Research Center, and PCC Research Center.

-One part time administrative support staff at the PCC Library.

Type of Resource Requested: Other

Resources Requested: Ongoing costs and training

Estimated Cost:

Year:

Suggested Funding Source:

Comments: