



## Library Annual Unit 2013-2014 Academic Year

### STEP I: DESCRIBE YOUR DEPARTMENT/UNIT

#### a. Mission

The library's mission is to support the college's educational programs and diverse communities by providing quality services and collections that will:  
Ensure access by all Learning Resource Center users to current, quality information regardless of format.  
Facilitate the integration of new technologies into research, teaching, and learning.  
Provide appropriate technology and information resources to enhance user access and to expand student educational opportunities.  
Provide an environment conducive to discovery and self-learning.

#### b. Program Applicability

The library program supports all courses and programs at the college.

#### c. Partnerships

The library at Mammoth Lakes is a joint-use facility per agreement between Kern Community College District and the Mono County Office of Education. The Mammoth Lakes Library, located near the college campus, houses a designated room for college use.

#### d. Distance Education



The library has multiple distance education components that serve students online as well as at the remote sites. Electronic resources, Online Reference, Online Embedded Library Instruction, and Online Research Guidance are four components that extend library programming and collections to students at a distance.

Electronic resources are of particular importance in view of the large geographical area served and the growth of online delivery. The Library subscribes to 20 full-text databases, such as Academic Search Complete, Opposing Viewpoints Resource Center, Literature Resource Center, and Films on Demand. These databases provide access to over 6-million full-text periodical articles, primary source materials, and audiovisual clips. All library online resources are accessible from computers throughout the campus and at distant Sites. Remote access is provided to all Cerro Coso students with a current student ID number.

The library web site has been designed to provide students, regardless of physical location, access to materials in specific formats and directs students to specific formats of material in the same order as the "Steps in the Research Process", which is covered in information competency instruction. Finding background information in general encyclopedias and Reference works (Subject Resources) is listed before finding books (automated library catalog) and periodical articles (Indexes), for example. There is a "Websites by Subject" tab that lists websites evaluated by the library staff for currency and authority along with tips for searching the internet. The site also features citation guides, a few basic research tutorials, and links to learn about policies, procedures, and library staff.

In 2009, the "Ask-a Librarian" 24/7 chat service was added to the site, expanding reference assistance to distant and online students.

The Library's Distance Education components strive to fulfill the college's mission of educating, innovating, inspiring, and serving our students at all locations, including online. Library electronic resources grant access to key educational material; the 24/7 online chat feature is an innovative system that delivers professional library services to students in any location at any time; online library research tutorials further educate students on key information competencies that they can use in their college career and beyond; library instruction can be "embedded" into online courses via tutorials, discussion forums, and live chat.

In addition to the Indian Wells Valley campus, the Library serves community campuses at Eastern Sierra College Center Bishop, Eastern Sierra College Center Mammoth, Kern River Valley, and South Kern. Of these Distant Sites, Eastern Sierra College Center Bishop is the only one with specifically designated library space. The Bishop site's library has 1,100+ volumes and includes a special collection of Eastern Sierra local history/interest books. Eastern Sierra College Center Mammoth shares a joint-use agreement with the Mono County Office of Education. The Mammoth Lakes Library, located near the college campus, houses a small Core-Reference Collection of 70 titles that is integrated in the library's reference collection.



## STEP 2: EXPLAIN YOUR PLANNING

### a. Review of Previous Goals (of last completed academic year)

***Goal 1: Extend Library Instruction to Online Students through Embedded Librarianship and Web Page Improvements/Additions***

*This goal is being met. The librarian targeted the online Environmental Subsidies course. The librarian appeared as a guest instructor during the research paper weeks and created 2 lectures (on how to use library databases and APA citation) as well as a Research Discussion Forum where questions were answered over the course of several weeks. The instructor noted that the presence of the librarian and the content provided helped improve paper scores substantially.*

*Currently (Fall semester 2012), the librarian is working with 3 online instructors (COUNS, ENG 70, SOC) to create library instruction for their online classes.*

*As of Fall 2012, 2 new learning objects have been added to the library webpage: Searching the Internet as well as a Faculty Resources link. Efforts are currently underway to add more learning objects.*

***Goal 2: Seek collaboration with High School Librarian to improve Information Competency skills at the High School level for college readiness.***

*This goal is being met. The first meeting was held with the librarian 10/3/2012 at the High School Library. A plan is being developed for strengthening the information competency platform at the High School level by initially targeting faculty.*

***Goal 3: Align and Assess on-site Library Programming across campus locations***

*This goal is being worked on but process is slow and there are challenges. Adjuncts are working at both ESCC and KRV; however, the demographics are very different and the level of buy-in from faculty is inconsistent. Also, there have been substantial changes to the layout of the site LRCs at ESCC, which has created some confusion. That said, workshops are being offered and library instruction sections are being held with certain classes. The Library chair will meet with both adjuncts in Fall 2012 to oversee implementation of library programming elements with a plan to assess PLOs at the sites in Spring 2012.*

### b. Review of Overall Department/Unit

The first library Program Review was completed and approved by Academic Senate in May, 2012. The main gaps identified were related to staffing deficiencies. One of the largest issues facing the library department is the challenge of serving all our students with a single librarian. Title 5 Article 4, Section 58724 outlines the minimum standards for Library staffing. For a college of Cerro Coso's size (~FTE 3,000), there should be a minimum of 3.0 faculty librarians. Currently there is 1.0 faculty librarian and .3 adjuncts. This is a gap that needs to be addressed. Currently, the full time librarian only serves the IWV students and adjuncts fill in the gaps at the sites. Serving online students, beyond simply providing access to electronic resources, is being neglected.



Another gap that emerged from Program Review was the lack of institutional support of the Information Competency platform. Coordinating with faculty is an important librarian role that would be more effective with direct organizational/administrative support. Collaborating with administrator and other stakeholders to better integrate IC into College Strategic Goals, outcomes, and planning documents is identified as a 6 year program goal.

Despite these gaps, library programming and collection development continue to be developed in innovative ways by enthusiastic staff and adjuncts. Faculty teaching online are finally being served via screenshot tutorials that instruct students to access library resources. Adjunct coverage is still at a minimum of 4 weekly hours.

**c. Goals for Upcoming Year (next academic year). *If more goals needed, copy and paste additional boxes.***

***Goal 1: Assessing/weeding/updating IWW Print Collections***

*1. Connection to College Strategic Goals:1D (Evaluate strategies to maintain or improve the scope and quality of student services college-wide); 1A (Strengthen instructional programs and services)*

*2. Specific internal or external condition(s) the goal is a response to: Internal—the library print collections include many out-of-date and worn titles and maintaining the print collections has not been a focus for many years. External—the focus on electronic resources has resulted in neglect of the print collections. The print collections need to be assessed.*

*3. Action Plan: Spring 2013—collect data on collection use to inform weeding and updating; Create timeline for collection maintenance. Fall 2013-Spr 2014: Weed and Update all parts of the collection, with input from key faculty/subject specialists.*

*4. Measure of Success: By Spring 2014, entire IWW collection will be weeded and updated as resources allow.*

***Goal 2: Articulate the discreet functions of the two entities comprising the LRC with an aim to increase collaboration***

*1. Connection to College Strategic Goals:1A (Strengthen instructional programs and services); 1D (Evaluate strategies to maintain or improve the scope and quality of student services college-wide).*

*2. Specific internal or external condition(s) the goal is a response to: Internal—there seems to be confusion among students, staff, and faculty about what comprises the LRC and how the LAC and Library work together under the umbrella of Learning Resources. Services and functions performed by 1 of the 2 entities are often assumed to be covered by the other, resulting in duplication of effort and gaps in services.*



3. *Action Plan: Work with VP of Academic Affairs, VP of Student Services, and other key players to define the functions of the Library and Learning Assistance Center and develop a plan for articulating the discreet functions, defining hierarchical structure, future goals.*

4. *Measure of Success: By Spring 2014, the college website will reflect the discreet functions of the two entities.*

**Goal 3: Explore the potential impact of “transliteracy” on Information Competency and Basic Skills programming**

1. *Connection to College Strategic Goals:1A (Strengthen instructional programs and services); 2: Improve service to under-prepared students and increase their success rates.*

2. *Specific internal or external condition(s) the goal is a response to:External—Transliteracy is a new term in library instruction that hones in on the important 21<sup>st</sup> century skills students need to navigate the world of information including being able to synthesize a wide range of information formats across differing platforms.*

3. *Action Plan: Research the topic of transliteracy and best practices for instruction at the community college level.*

4. *Measure of Success: Spring 2013—an annotated bibliography on the topic will be completed and presentation for Basic Skills and other college committees.*

**STEP 3: SUBSTANTIATE REQUESTED RESOURCES (Note: All items must be prioritized.)**

- a. **1000 Category.** Please indicate below any requests for temporary or new permanent certificated positions. (Do not request adjunct instructors for normal teaching assignments as this is captured in the Academic Affairs division plan.) *If more lines are needed, place cursor in the bottom right box and press [Tab].*



Description	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	If a full-time faculty member is being requested, use the box below. Use this space to provide a detailed rationale for temporary certificated positions only. The rationale should refer to your unit's mission and goals, recent program review or SLO assessment gaps, planning assumptions, and/or the College's strategic plan.	Estimated amount of funding requested (temporary positions only)	Will this be one-time or on- going funding?	Funding Source (check <u>one</u> ): G = General Fund, O = Other	
							G	O
Library	All	High (1A, 1B, 1C, 1D, 1E)	1.A; 1.C		G	One time	x	

**Full-Time Faculty Staffing Justification:**

This position addresses the college's strategic goals of "Response to Community Needs" and "Recruit, retain, and develop employees".

1. The college is out of compliance with Title 5 Article 4, Section 58724 which outlines the minimum standards for Libraries. For a college of Cerro Coso's size (~FTE 3,000), there should be a minimum of 3.0 faculty librarians. Currently there is 1.0 faculty librarian and .3 adjuncts. Back in 1996, the college employed 1 librarian. Since then, the college's FTEs have almost doubled and the college has developed an online program that is essential to the college's overall health...yet we still only have 1 faculty librarian. A new librarian designated to coordinate library services online and at the North sites would make sense. The IWV librarian would then be able to focus on coordinating library services at IWV and the KRV sites.
2. The WASC Accreditation Standard II C. outlines the importance of library services, specifically the need for an institution to provide library services regardless of location or means of delivery. This includes access to collections, library services, information competency instruction, and assessment and evaluation of learning outcomes. Furthermore, The American Library Association's "Standards for Distance Learning Library Services" requires that institutions with a Distance Learning program have a designated librarian specializing in distance learning library services who can coordinate equitable distance learning library services and outcomes assessment, provide direct human access to online students, and provide information literacy instruction to the distance education learning community.
3. Currently the college funds 8 hours of weekly adjunct Librarian coverage at ESCC AND an additional 20 weekly hours of non-librarian adjunct coverage at ESCC. The Academic Senate, in a paper on "Library Faculty in California Community College



Libraries” (1996) details the unique roles, qualifications, and responsibilities of community college librarians noting that library faculty are the primary source of information and instruction in research methods. Non-librarian adjuncts are unable to meet the LRC/Library needs at the sites. Currently the college is paying almost as much to staff the site LRCs with non-librarian adjuncts at ESCC than if the college hired a full time librarian to be "stationed" at the ESCC sites.

4. Library services and programming for online users has emerged as a key goal in the current and past few Annual Unit Plans. Supporting Distance Education is also a key goal in the college’s Strategic Plan (Goal #1.C: Improve support for Distance Education). Currently this clientele is being neglected. The past few Annual Unit Plans have called for and justified the need for an additional librarian who understands the emerging trends in community college libraries, information competency needs of online students, and who has the skills to develop online guides and tutorials and support faculty teaching online.
5. Currently, all technical service library issues such as database administration and management are being handled by a Technical Librarian at Bakersfield College on an ad-hoc basis.

**b. 2000 Category. Please indicate below any requests for temporary or new permanent classified staff. Include labor amounts only; benefits will be calculated separately. *If more lines are needed, place cursor in the bottom right box and press [Tab].***

Position Title	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this position	Salary Grade	Number of Months	Number of Hours per Week	Salary Amount	Are alternate funding sources available? G = grant (specify) V = VTEA

**Classified Staffing Justification. *If more than one position requested, copy and paste additional boxes.***

1. Describe how the position is linked to your unit’s mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College’s strategic plan.
2. Explain why the work of this position cannot be assigned to current staff.
3. Describe the impact on the college if the position is not filled.



c. 4000 Category. Use the space below to itemize and explain budget requests in the category of supplies and equipment. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u> ): G = General Fund, O = Other	
							G	O
Non-Inst Supplies & Materials	IWV	1	1	Minimum supply budget for purchasing materials needed for ongoing library services including book processing, meding, reports, etc.	150.00	Ongoing	x	

d. 5000 Category. Use the space below to itemize and explain budget requests in the category of service, utilities, and operating expenses. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u> ): G = General Fund, O = Other	
							G	O
Employee Travel	IWV	1	1	Site visits. Job description calls for regular site visits to standardize library services cross-campus. Previous year travel expense was \$600. This was cut as a response to "budget crisis". At minimum of \$400.00 is needed.	400.00	Ongoing	x	
Institutional Dues/Memberships	IWV	1	1	Our institutional fee for our membership to the Council of Chief Librarians and OCLC.	150.00	ongoing	x	



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u> ): G = General Fund, O = Other	
							G	O
Software Licensing/Maintenance Svcs	IWV	1	1	Subscription dues to OCLC, and Horizon cataloging. OCLC allows us to provide Interlib-rary loan, cataloging; Horizon is our automated book data-base; This request allows for a 5% increase over last year's cost, per trends.	11,100.0 0	Ongoing	x	

**e. 6000 Category. Use the space below to itemize and explain budget requests in the category of capital outlay. If more lines are needed, place cursor in the bottom right box and press [Tab].**

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <u>one</u> ): G = General Fund, O = Other	
							G	O
Library Books	IWV	1	1	Budget required to sustain minimum collection develop-ment for all campuses since TTIP monies halted. Projection includes an increase to accommodate the purchase of ebooks, which are no longer purchased through consortium (which used to come out of our periodicals budget). Ebooks are, in general 20% more expensive than their print versions.	14,000.0 0	Ongoing	X	



Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source (check <i>one</i> ): G = General Fund, O = Other	
							G	O
Magazines & Periodicals	IWV	1	1	Keeps our current database subscriptions, allowing students and faculty at all locations and in all disciplines access to key library e-resources. This request is substantially lower than last year's request due to the State-funded database package.	35,000.00	Ongoing	X	
Other Equipment	IWV	1	1		150.00	One time	x	

**STEP 4: ATTACH NARRATIVE SUMMARY OF PRIOR YEAR'S SLO ASSESSMENTS**

**STEP 5: ATTACH COMPLETED BUDGET WORKSHEET (provided separately)**

**STEP 6: ATTACH PRIOR YEAR'S STUDENT PERFORMANCE DATA (as provided)**