

**Library Department**  
**AUP for Academic Year 2023-2024**  
October 2022

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## **Describe Department/Unit**

### **Connection to College Mission**

The library's mission is to support the college's educational programs and diverse communities by providing quality services, instruction, 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, student engagement, and self-learning.

The library department's Administrative Unit Outcomes (AUOs) are:

- Provide materials and services that support the college's programs and the research interests of students, staff, and faculty
- Provide an environment that supports and fosters student engagement and learning, and faculty teaching and research
- Optimize technology to enhance Information Competency instructional interactions across multiple modalities

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## **Report on Improvements Made and Gaps Identified in the Prior Year**

### **Student Equity**

- Textbook Reserve: Updated our collection, using equity funding; Marketed our "scan to pdf" option of textbook chapters for email delivery.
- OER: Continued to help college's efforts of OER adoption with ongoing consultations with faculty
- Professional development: Librarians attended FLEX sessions on culturally responsive pedagogy
- ISEP: Implemented Core Academic Collection at TCCI D Yard; Advocated for funding for Core Academic Collect at Cal City; Hired a designated FT ISEP Librarian
- Workshops: Expanded Zoom workshops to students across the service area

LIBR C100:

- Overall success rate 66% for 21/22 (10 points lower than the previous 3 years).
- Males success disproportionately low (60%)
- Age 35 + disproportionately low (50%)
- African American success disproportionately low (60%)
- White success disproportionately low (66%)
- DSPS success disproportionately low (50%)
- Financial Aid student success disproportionately low (60%)

LRC Coverage:

- ESCC LRC still lacks library coverage and coordination. With the recent loss of LRC personnel, this gap has grown.

### **Outcomes Assessment: Loop-Back Improvements Made**

#### **Actions taken in the prior academic year**

None

## Outcomes Assessment: Results of Last Year's Assessments

**PLOs for workshops and embedded librarian were assessed SPR 22**

**Target Met?**

Yes

**SLOs for LIBR C100 will be assessed Spring 2022.**

**Target Met?**

Yes

## Outcomes Assessment: Missed Targets

**Type:**

AUO

**Target Missed/Gap Detected:**

N/A: No missed Targets. Using this space to list Next Assessment

**Type of Gap:**

**Analysis and Plan for Improvement:**

**Anticipated Semester for Implementing Planned Improvements:**

**Anticipated Semester of Next Assessment:**

AUO: Fall 2022

**Type:**

SLO

**Target Missed/Gap Detected:**

N/A: No missed Targets. Using this space to list Next Assessment

**Type of Gap:**

**Analysis and Plan for Improvement:**

**Anticipated Semester for Implementing Planned Improvements:**

**Anticipated Semester of Next Assessment:**

LIBR C100 SLO: Fall 2024

**Type:**

SLO

**Target Missed/Gap Detected:**

N/A: No missed Targets. Using this space to list Next Assessment

**Type of Gap:****Analysis and Plan for Improvement:****Anticipated Semester for Implementing Planned Improvements:****Anticipated Semester of Next Assessment:**

LIBR C111: Fall 2023

## Outcomes Assessment: Schedule of This Year's Assessments

AUO Assessment

## Program Review

### LIBR

**Year of Last Program Review:**

2018

**Actions Taken in the Prior Year to Address Strategies:**

1. Work with IR to streamline the LRC department's data collection: The department worked with IR on a PLO survey and received results from the Student Experience Survey.
2. Improve Collections by curating LibGuides and by devoting more professional expertise to maintaining collection currency, depth, and scope across campus sites: Lots of progress made in this area. Several new libguides have been created and a new process for getting faculty recommendations has been developed.
3. Increase efficiency and effectiveness of library instruction program by increasing enrollments in LIBR C100: Not a lot of progress on strongly recommending students to take the course in the same way the COLL courses are pushed to student groups as a mandatory requirement. LIBR C111 has been developed and is the main LIBR option offered at the prisons.
4. Continue to support increased OER adoption across the campus, working towards the goal of having at least 1 zero-cost degree pathway: Great progress continues to be made. New funding coming from the state on Z-degrees being discussed.
5. Continue to request an additional full-time librarian and grow adjunct librarian pool (as a backup plan): Completed.

**Strategies Still to be Addressed:**

1. Plans to conduct IR project on success in writing-intensive courses being tied to LIBR C100 enrollment will need to be put on hold due to IR department turnover.
2. Need to advocate for LIBR courses being more strongly advised using the same strategies used for COLL courses.
3. OER adoption at ISEP is not well-reported. Without librarian consultation, there's concern about quality of OERs adopted at ISEP. New librarian to work with faculty to collect data and consult on OER.

## Last Year's Initiatives

### **Develop a comprehensive data plan for measuring the impact of library usage and programming on student success**

The first steps were undertaken. Department meeting with the IR department Data needs were identified: Text reserve data, LIBR C100 class enrollment and success in other courses; Embedded librarian success ideas. This will all need to be revisited and started over with the new IR team.

### **Curate our collections to include more materials that are representative and anti-racist and address racist language in our collections and catalog records**

New titles on diversity and anti racism were procured and promoted. Statewide efforts to address problem LC headings is underway.

### **Increase collaboration with the campus community to develop co-curricular programming and exhibits**

COVID impeded this from being truly implemented. Now that on-campus courses are slowly being re-introduced, a schedule needs to be developed, which is a current short-term goal.

### **Advertise for the 19-hour/week Library Assistant II position that has been under hiring freeze since fall 2019**

This position was eradicated with largely zero consultation with the department, sadly.

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## Reminder of Initiatives for the Current Year

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**Increase library's collections in the areas of Allied Health and Nursing**

**Develop new library website using Springshare LibGuides CMS platform**

**Optimize library publishing platforms to support student contributions and allow them to share their scholarship more broadly via the library blog and LibGuides.**

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## Plan Initiatives for Next Year

### Initiatives for Next Academic Year

**Curate a Historical Archive of Cerro Coso History**

**Is this part of a multiyear initiative?**

No

**Specific Action Steps to be Taken:**

- Digitize Cerro Coso historical photos and memorabilia for Cerro Coso's 50th Year Celebration;
- Catalog photos and memorabilia for library in-house use;
- Develop a digital display;
- Market to the community as a special collection

**Early Observational Data, or "Lead" Measure(s):**

- Photos and memorabilia get digitized and archived;
- Digital display created;
- Special collection gets marketed, to support college's overall 50th anniversary efforts.

**Does the department request help developing these instruments?**

No

**Institutional Performance Data, or "Lag" Measure(s):**

Community usage and enjoyment of the collection

**Person Responsible:**

PIO, President, Librarians, Library Technicians

**Unit gap or institutional goals addressed:**

It addresses a Strategic Plan goal or objective

**Strategic Plan Goal 4:** Enhance Community Connections

**Develop an eReserve/eText Collection****Is this part of a multiyear initiative?**

Yes

**Specific Action Steps to be Taken:**

- Procure Alma D, an add-on to our existing cataloging/database product;
- Purchase loose-leaf/scannable texts, when possible;
- Scan textbooks and course reserves;
- Upload them to Alma D;
- Market to students and faculty.

**Early Observational Data, or "Lead" Measure(s):**

- Alma D purchased;
- Textbooks and course materials scanned to pdf (based off a prioritization list);
- Collection publicized via email and other outreach efforts

**Does the department request help developing these instruments?**

No

**Institutional Performance Data, or "Lag" Measure(s):**

- Robust usage of the eTextbook collection;
- Increased course retention and student appreciation

**Person Responsible:**

Librarians, Library Technicians, Student Workers

**Unit gap or institutional goals addressed:**

It addresses a Strategic Plan goal or objective, It addresses a Student Equity and Achievement Plan goal

**Strategic Goal 2:** Narrow Equity Gaps

**Build Spanish-language versions of Library Supports****Is this part of a multiyear initiative?**

Yes

**Specific Action Steps to be Taken:**

- Look for existing Spanish-language APA workshops and tutorials;
- Procure translation services to translate existing library tutorials into Spanish;
- Hire Spanish-speaking adjunct to offer APA and other library workshops in Spanish

**Early Observational Data, or "Lead" Measure(s):**

- Spanish-language, openly-licensed library guides and videos procured;
- Library workshops and course supports in Spanish offered once per semester;
- Various popular library guides translated to Spanish

**Does the department request help developing these instruments?**

No

**Institutional Performance Data, or "Lag" Measure(s):**

- Students enrolled in Spanish-language versions of college programs develop information literacy skills and feel supported by the college academic supports.

**Person Responsible:**

Library Chair, Librarians

**Unit gap or institutional goals addressed:**

It addresses a gap in student equity, Other. Explain below

This is cross-listed with CHDV AUP requests.

**Strategic Goal 2:** Narrow Equity Gaps

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## Evaluate Resource Needs

### Facilities

EK:

- Supplies to develop LRC: \$250
- Locking Shelving Cabinet for LRC Text Reserves & Print Collections: \$1,360

ESCC:

- General Supplies: \$100

IWV

- General Supplies: \$250

### Information Technology

Canon imageCLASS MF642Cdw Wireless Color All-in-One Laser Printer: \$750

- This is to take on the new task of creating an eReserve collection (See initiatives).
- The main features we are looking for, fully present in this machine:
  - **Laser printer** (toner lasts forever and doesn't dry or run, or age into a different color)
  - **Duplex scanning** - automatically pulls in and scans both sides of a page, without manual flipping (especially useful if we get a chance to do loose-leaf textbook scanning for online check-outs of our Reserves)
  - **Duplex printing** - not just paper saving, but automatic duplex printing means that when you *definitely* need to print to both sides you don't have to worry about whether it will take two or three tries to get it right.
  - **Color printing** - arguably optional, especially if cost is the most important factor, but I would argue that the efficiencies of independent color printing (such as waiting for another department to print for us and then retrieve it, usually from another building) would lead to a new level of freedom when it comes to Library-centric design and activities.

### Marketing

- Library Newsletters: printing & postage to mail library newsletters to ISEP and new students. \$2,500

### Professional Development

In the past, we have requested \$2,000 per FT librarian to attend professional library conferences and will renew this request when funding and travel are more available.

### Other Needs

- Site travel to ESCC to inventory/maintain collections and oversee/coordinate LRC operations during transition to new leadership twice per AY (would include hotel stay): \$2,000

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## Staffing Requests

### 1000 Category - Certificated Positions

#### Adjunct Librarian(s)

**Location:**

CC Online, ESCC Bishop

**Justification:**

- BESCC: \$8640 (4.5 hours per week x 32 weeks)
- MESCC: \$8640 (4.5 hours per week x 32 weeks)

We have an ongoing gap of on-site librarian coverage at ESCC and will continue to advertise and seek qualified adjuncts to equitably serve students at ESCC.

- Online (Spanish-speaking): \$8640 (4.5 hours per week x 32 weeks)

Developing and offering library services (workshops, reference, embedded librarian) in Spanish has been identified as a need through CHDV planning.

### 2000 Category - Classified Staff

#### Library Technician I

**Location:**

ESCC Bishop, ESCC Mammoth Lakes

**Salary Grade:**

36.0

**Number of Months:**

12

**Number of Hours per Week:**

40

**Salary Amount:**

\$3,066.85/month

**Justification:**

ESCC LRC needs overall coordination and would benefit from a full-time position to serve 50% Bishop and 50% Mammoth. California Education Code (Tit. 5 §58724) states that says that a college with < 1,000 FTES should have a minimum of 3 support staff. The library department currently has 2.

This position would:

- Oversee and supervise the LRC;



- Hire, train, evaluate student workers;
- Perform LRC outreach: workshops, social media, fliers, etc.;
- Develop guides and tutorials for library and academic skills;
- Refer students to appropriate college departments;
- Provide technical processing, inventorying, and maintenance of library print and online collections;
- Prepare resource and reading lists, in consultation with librarians, for faculty;
- Other duties as assigned