MVC LIBRARY PROGRAM REVIEW
for Academic Years 2014-2015

Tops code: 160100
Campus: MVC
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Program Description

The Library’s primary function involves providing materials to support the curriculum, reference services, and library instruction to students, faculty, and class groups. The credit course offerings are in addition to regular services and are offered as the budget and staffing permits.

Mission Statement

To connect the students, faculty, and community of the Menifee Valley Campus to a world of information, with enthusiasm and professionalism, in a welcoming environment conducive to academic research and study.

To provide a comprehensive and current collection of materials in a variety of formats to support the MSJC curriculum.

To support lifelong learning by teaching information competency skills to students in a variety of settings including class orientations, credit information competency courses, workshops, and by working with departments and faculty.

Consistent with the MSJC mission, and the Library Bill of Rights endorsed by the American Library Association, the MSJC library supports instruction, faculty research, and the general information and cultural needs of the MSJC community.

Program Learning Outcomes (formerly DLO’s)

1. Students will have an awareness of the types of services, materials, and resources, both physical and virtual, available at the library.
2. Students will be able to navigate the library's website, select and search an appropriate catalog or database to fulfill information needs.
3. Students will demonstrate the ability to access the library's resources remotely.
Topic: 0.1 – Strengths

General Services – PLO #1
Services provided by classified staff for students and faculty

- Maintenance of book (includes textbook reserves and print periodicals), and A/V collections for easy accessibility
- Circulation of books and other materials (includes textbook reserves and print periodicals)
- Acquisition of Interlibrary loans
- Facilitation of the use of computer hardware and software
- Facilitation of instructors’ participation in the reserve process
- Coordination of study room space
- Coordination and maintenance of audio/video equipment
- Maintenance of pay to print equipment in library and learning center. Library staff collect and deposit the funds from the system, as well as troubleshoot minor problems.
- Facilitation of an environment conducive to research and study, including oversight of video security system

Although the library is lacking in the quantity of classified staff, it is because of the quality of the classified staff and their ability to create and implement efficient circulation and technical services procedures, that the library is successful in providing the services currently offered.

Services provided By Library faculty for students and faculty
PLO #1-3

- Reference desk assistance for all information and research needs
- Individual research assistance
- Library instruction sessions (see additional details below)
- Special research techniques workshops (ex. Honors classes)
- Collection development in cooperation with teaching faculty. Includes subscription database subscriptions in cooperation with SJC Librarians.
- Weeding the collection accordingly with subject expertise and teaching faculty input
- Develop subject specific Libguides, and online tutorials (i.e., CDE and History)
- 24/7 Ask a Librarian Service (online chat base reference service), staffed by MSJC Librarians and academic Librarians throughout the United States
LIBRARY INSTRUCTION (PLO #1-3)

The library provides research training sessions to classes at the request of the instructor. For FY 2014-2015 the MVC Librarians conducted 104 library instructions sessions with an attendance of 3,111 students. This is an increase from the previous year of 87 orientations, and 2,436 in attendance. As course offerings increase, there is an increased demand for library instruction sessions. These orientations promote and enhance the use of the library's resources, help the students navigate the library's website, and formulate effective search strategies in the library's catalog and databases.

The MVC Librarians also provide research workshops for Honors students and open access workshops on e-books, periodical databases and library research.

The library also has two credit courses in library research/information competency. Library 100 (3 units) and Library 101 (1 unit). Neither course has been taught since 2012 due to budget cuts and staffing constraints. The libraries plan to offer Library 100 as soon as the college budget permits.

COLLECTIONS/ACCESS

The MSJC Libraries digital strategy is to continue to expand the electronic database subscriptions and e-books collections as the materials budget permits. The libraries take advantage of cooperative purchase pricing through the Community College Library Consortium for certain e-book publishers and distributors (Springer, Ebscohost) and we are also exploring e-books as a subscription model in lieu of purchase. It is a constant challenge to provide access to new electronic materials while maintaining the currency of the entire materials collection.

The database subscriptions include streaming video and audio files that can be incorporated into online courses or streamed directly into the smart classroom and mobile devices. The Libraries have subscriptions to more than 66 databases and the electronic book collection has increased to approximately 200,000 titles. Approximately 55,500 book titles are owned by the MSJC Libraries, and the rest are part of a yearly subscription package via Ebscohost.

All database and e-book content can be accessed on campus and remotely. Database subscriptions support all programs at MSJC and include subject specific databases for Nursing, Automotive, Basic Skills, Music, Dance, Theater, English, Anthropology, and History. The Libraries work with department chairs and faculty to provide appropriate resources to support MSJC students and faculty research.
LIBRARY FACILITIES

The new Library/LRC building opened in the summer of 2006. The library occupies approximately 18,000 square feet on the second floor of the LRC Building (800), and also has an Information Literacy classroom with 30 computer stations (814) on the first floor of the LRC. This room is used extensively for group library orientations, class research sessions, supplemental instruction (tutoring area) and various college training sessions and meetings.

The library has one study room equipped with a TV/DVD player and can accommodate six students. Group study space is insufficient in the LRC building and on the Menifee campus.

As a result of the Information Technology Department’s permanent move into the Learning Resource Center on the first floor, the Library lost 230 square feet of space which housed the periodical collection. The periodicals have now been incorporated into the main stacks of the library, thereby reducing the potential to grow the entire library collection. No library space was gained as initially agreed upon between the Dean of Libraries, and the administration. Room 851 was originally offered to the library to compensate for the loss of space but the administration declined to honor the agreement.

The campus needs more group study space, and the “office space” occupied by IT is the logical place. The LRC building programming did not include departmental office space, but was intended for student learning resources to support student success (tutoring, writing labs, supplemental instruction, STEM program, study space, etc.).

LIBRARY TECHNOLOGY

2014-15 Updates:
• In cooperation with STEM, the library has created a Makerspace for STEM 3-D printers and computer terminals the Instructional Media room.
• Use of the iPads purchased by the library has been minimal due to the restrictions on applications imposed by the ITS department. We had hoped to use the iPads as e-book readers, but they revert to default settings when placed in the charging unit.

Topic: 0.2 - Opportunities and Challenges
Staffing/Faculty (challenge)
Library Faculty
The MVC Library employs two full-time Librarians, and two part-time Associate faculty Librarians. The Associate Librarians provide evening and Friday morning library coverage. There is currently insufficient funding in the Associate Librarian budget to increase hours on Friday afternoon and Saturday. (Library hours were lost in 2009 due to budget cuts and lack of staffing.) The library requires approximately $7,200 in additional funding for Friday hours (yearly), to keep the library open until 4pm. To resume Saturday hours an additional $9,000 is required for 9am-2pm coverage. It is our goal to eventually resume Friday and Saturday library hours to meet the needs of our students.

Classified Staff

a. Full time staff
The MVC library employs two full time Library Technicians. One position is a Library Technician III and the other a Library Technician II. The Library Technician III has had to take on additional responsibilities due to the retirement of the Library/LRC Coordinator. MSJC has left coordinator the position unfilled. The Tech III now has less time to devote to her “regular” duties in the circulation department. Additional staffing is desperately needed to serve the growing student population.

b. Part time staff
The library has two, 25 hour per week Library Technician II’s. The staffing is currently insufficient to expand library hours on Friday afternoon and Saturday. Current part-time staffing only provides for afternoon and evening library coverage.

Lack of sufficient support (classified) staff as listed in the ALA/ACRL AECT Minimum standards for Libraries (Modified) Title 5 section 58724 prevents the library from offering additional services and hours to students. No additional classified staff positions have been added since the Library opened in the new building in 2006.

Lack of adequate staff has been noted in multiple MSJC reports over the years:

- MSJC Educational Master Plan 2008, p254
- Library and Technology Unit Plan Revision 2010, p11
- MSJC Education Plan, 2009-2016 Supplement, p 2,
Library/LRC Coordinator Position: The Library/LRC Coordinator retired in 2013. The position is unfilled at this time. This position had direct supervision responsibilities of the library’s classified staff, as well as other budgetary, circulation, and building responsibilities. Library classified staff and Librarians have taken over some but not all of these responsibilities, including supervision, training, and scheduling of student library aides. The funding for this position is still in the library’s budget.

Title 5 standards (section 58724), provide minimum staffing levels for community college libraries. See table below.

ALA/ACRL AECT Minimum standards for Libraries (Modified) Title 5 section 58724

<table>
<thead>
<tr>
<th>College size FTES</th>
<th>Faculty Librarian</th>
<th>Support Staff</th>
<th>Periodicals/No. of Subscriptions</th>
<th>No. of Volumes</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;1,000</td>
<td>2.0</td>
<td>3.0</td>
<td>230</td>
<td>30,000</td>
</tr>
<tr>
<td>1001-3,000</td>
<td>3.0</td>
<td>4.5</td>
<td>300</td>
<td>40,000</td>
</tr>
<tr>
<td>3,001-5,000</td>
<td>4.0</td>
<td>6.5</td>
<td>500</td>
<td>60,000</td>
</tr>
<tr>
<td>5,001-7,000</td>
<td>5.0</td>
<td>9.0</td>
<td>700</td>
<td>80,000</td>
</tr>
<tr>
<td>Each additional 1K</td>
<td>0.5</td>
<td>1.0</td>
<td>50</td>
<td>7,500</td>
</tr>
</tbody>
</table>


To meet minimum Title 5 Standards the MVC Library should employ 4 faculty Librarians and 6.5 classified staff.

LIBRARY HOURS

- The MVC Library is open a total of 52 hours per week, M-Thurs 8am – 8pm, Friday 8am-12pm. A total of 9 hours was lost in 2009-2010 (Friday afternoon/Saturday) and the library continues to operate with reduced hours.

- Library faculty and staff are insufficient to serve the current student population. Staff and funding are not available to resume Friday afternoon or Saturday hours.

- Funding is still reduced for Associate Librarians, and Associate Librarians can only be used for evening coverage. **Note that Associate Librarians are funded from the library
budget, not the MSJC Associate Faculty budget.

- Students continue to ask for additional hours in library satisfaction surveys. A satisfaction survey was conducted in 2011, and again in the fall of 2014.

**LIBRARY MARKETING (opportunity)**

Opportunities to promote library services and resources include:
- College Hour and additional MSJC sponsored events on campus
- Additional flex workshops for faculty
- MSJC Academy presentations

**MATERIALS BUDGET (challenge)**

As reported in previous program reviews one of the library’s significant challenges is the consistent lack of funding for materials. Since the 2008 Program Review the libraries have lost the TTIP funds from the state for the subscription databases. MSJC has augmented the database budget, but the prices of the databases continue to increase. Database price increases are approximately 5% each year. The libraries constantly evaluate the use of each database and unsubscribe to those with minimal usage.

The price of materials continues to increase and the library struggles to cope with inflation. The price of many of the subscription databases is based upon student FTES. As FTE’s increase, so does the price of these databases. Example of price increase: The Films on Demand streaming media database fee in 2014 was $9,104/yr. it started out at a rate $7,718/yr. in 2012.

Additionally, funds are insufficient to keep the book collection current and replace outdated material. According to ACRL (Association of College and Research Libraries) standards, 3-6% of a library’s collection will become outdated each year.

To maintain currency and build the book collection, the library requires additional funding. Taking into account the print book collection only, the library currently holds (as of June 30, 2015), approximately 23,704 titles. With a conservative estimate of 4% of the book titles becoming outdated each year, the library will need to replace approximately 942 titles per year. At an average cost of $35 per title (academic press titles are priced even higher), the library needs $33,185 to maintain currency in the print collection alone. This is not counting electronic titles that also become outdated. Electronic titles are usually priced higher than a print edition.
The library’s current book budget for the 2014-2015 academic year is $31,172. At present funding levels, the collection of current and useful materials will decline, as has happened over the years at the San Jacinto campus library.

Since the last program review no progress has been made in establishing a funding formula for library materials and supplies. There are no budget increases based upon FTE growth, inflation, or the addition of new courses or programs. Supplemental funding is also needed to purchase resources to support new programs and courses. The library will continue to submit RAPS for additional funding for library materials.

**Potential sources of additional funding include lottery funds and IELM (Instructional Equipment Library Materials) funds that MSJC receives from the state.**

The MVC Library budget challenge has been ongoing for many years. It has been noted in the MSJC Education Plan 2009-2016 that “collections are growing and usage is high, but on-going budgetary support appears to be low...” (p. 51).

From the 2010 Library and Technology Unit Plan Revision: “Develop a plan for incrementally increasing library budgets especially when subscriptions to electronic databases are tied to enrollment growth.” (p9)

**Topic: 0.3 - Plans for Improvement**  
**General Services**

- Increased SLO assessment for library orientations
- Submit RAP’s for materials budget increases.
- Continue to devise time-saving processes for circulation and technical services. Continue to submit staffing RAP’s to serve the growth in the student population.
- Continue to advocate for a funding formula based upon inflation, enrollment growth and the addition of new courses and programs.
- Submit proposals for additional library faculty to the Joint Hiring Committee.
- Continue to weed the print and electronic collections of material and delete obsolete resources.
- Create more online tutorials as time permits.
- Encourage faculty to submit course reading lists and provide input for collection development.
- Continue to market and promote the library’s resources and services to students and off campus.
**Topic: 1.1 - Program Goals: Ed Plan**

A major library goal is to continue to provide a collection of current and relevant material to support the instructional, research, informational and cultural needs of the MSJC community. A major focus of current collection development is to provide more electronic books and online resources to support 24/7 access to library materials.

In order to meet the goal of providing current, relevant resources, the library must secure stable funding for developing the library’s collections. We will continue to recommend a funding formula for the libraries that takes into account student FTE growth, growth in programs, courses, and sections.

From the 2010 Library and Technology Unit Plan Revision: “**Develop a plan for incrementally increasing library budgets especially when subscriptions to electronic databases are tied to enrollment growth.**” (p9)

**Topic: 1.2 - Curriculum Inventory**

Library 100, Library 101. Due to budget cuts Library 101 has not been taught since 2012. Library 100 is undergoing revision.

**Topic: 1.3 - Major Activities/Highlights/Achievements**

- Basic Skills grant obtained to fund the Learning Express Library database.
- A Makerspace was created to accommodate STEM 3-D printers and computer stations.
- Student satisfaction survey completed in fall of 2014 (see section 4.8 Assessment)
- Restored 10 month Library Technician II positon to 12 months.

**Topic: 2.1 – Faculty**

The MVC Library employs two full time faculty librarians and two associate faculty librarians. Associate librarians currently work a total of ten hours per week.

Full time FTE librarians = 2  
Associate FTE librarians = .28  
TOTAL FTE librarians = 2.28  
Current number of faculty does not meet Title 5 requirements for a CCC Library.

**Topic: 2.2 - Support Staff**

**General Services – PLO #1**
• Library Technician II – 40 hours per week, 12 months (1) – Circulation Desk
• Library Technician III – 40 hours per week, 12 months (1) – Circulation Manager
• Library Technician II – 25 hours per week, 12 months (1) – Night Circulation Desk
• Library Technician II – 25 hours per week, 12 months (1) – Night Circulation Desk

**Topic: 2.3 - Equipment Inventory and Issues**

**General Services**

- 48 desktop computers
- 4 OPAC stand up terminals (library catalog access computers)
- 4 laptop computers for student use in the library
- 2 iPads for student use in the library
- 2 Xerox pay to print photocopiers
- 1 Xerox pay to print network printer
- 1 print card dispenser
- 3 video viewing stations
- 1 digital microfilm/fiche reader/printer
- 1 low vision magnifier
- 2 audio cassette players
- 1 portable DVD player
- 48 task chairs at computer pods (in need of professional cleaning or replacement)
- Power outlets underneath computer pods are often bumped by students and computers shut down, resulting in loss of student data. Outlets need some type of protective cover.

**Topic: 2.4 - Budget & Expenditures**

**General Services**

**MATERIALS BUDGET HISTORY (books, media, databases)*Adopted budget data**

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>TOTAL MATERIALS</th>
<th>BOOKS</th>
<th>DATABASES</th>
<th>MEDIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015</td>
<td>$79,840.00</td>
<td>$31,172.00</td>
<td>$44,863.00</td>
<td>$3,805.00</td>
</tr>
<tr>
<td>2013-2014</td>
<td>$80,070.00</td>
<td>$31,422.00</td>
<td>$44,863.00</td>
<td>$3,785.00</td>
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<tr>
<td>2012-2013</td>
<td>$75,404.00</td>
<td>$28,006.00</td>
<td>$43,613.00</td>
<td>$3,785.00</td>
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<tr>
<td>2011-2012</td>
<td>$82,848.00</td>
<td>$31,842.00</td>
<td>$47,221.00</td>
<td>$3,785.00</td>
</tr>
<tr>
<td>2010-2011</td>
<td>$83,861.00</td>
<td>$34,056.00</td>
<td>$47,840.00</td>
<td>$1,785.00</td>
</tr>
</tbody>
</table>
Due to the loss of TTIP database funds from the state, the Business Office has increased the database budget for each library to offset this loss. However, we are now losing ground as the price of the databases continues to increase each year, particularly the streaming media databases.

**LIBRARY STAFF/ ASSOCIATE FACULTY**

Cuts to the Associate Librarian budget and lack of classified staff have resulted in the loss of library hours. The library has lost nine hours (Friday afternoon, Saturday) due to lack of funds for staff and librarians. Associate Librarian salaries are paid from the library budget.

**Topic: 2.5 - Commentary**

The lack of adequate library staff makes it difficult to provide the full range of services typical to a college library. Additional workshops and online tutorials should be created to provide instruction in the use of library resources, especially for distance education students and those in off-site locations (Banning, Temecula, etc.).

Additional library faculty should be hired to provide services to off campus and distance education students. Other college libraries with satellite locations and distance education programs often employ a “distance ed” librarian. Present library faculty are not adequate to provide services to all locations within the district. See Title 5 staffing table in section 0.2

The library received many comments from the student satisfaction survey about library hours. Students requested that the library be open more hours per week. The library has lost 9 service hours in the past several years due to lack of staffing and inadequate funding for Associate Librarians.

**Topic: 4.8 - Commentary and Program Data**

The Library has many years of statistics to track library usage. The biggest increase is seen in the number of students using the online resources. Database vendors are now providing easier ways to track usage and the libraries will be reporting these statistics in the Annual Data Survey from the Chancellor’s Office. As enrollment increases the library continues to serve more students both on and off campus. More library usage directly impacts library staff and librarians. There are more students to serve with less than adequate staffing

**ASSESSMENT**

To gauge student satisfaction with library services and resources, and measure Library PLO’s, a student satisfaction survey was administered in the fall of 2014. The survey was completed by 121 students.
The twenty question survey was self-administered using Survey Monkey and was accessible via the library website.

There were many comments from students requesting longer library hours. The MVC Library has lost nine hours in the past few years due to lack of staff and cuts to the Associate Librarian budget. Associate Librarians are paid from the library budget.

**Summary**

The majority of responses show that 90% of those who use the library in person, do so on a daily, weekly or monthly basis. 60% of respondents use the library online on a daily, weekly or monthly basis. 67% of respondents most frequently use the library for individual or group study. 54%-66% of respondents use the library for computer access to complete assignments, access Blackboard, the Internet and online library resources.

Respondents are generally very satisfied or satisfied with library services and resources with percentages from 43%-84% with the lower percentages reflecting lower use of the video and audio collections. Students most frequently asked for research assistance in person, followed by the 24/7 Ask-a-Librarian service, and via telephone.

Respondents rate customer service at the circulation desk at 81% for excellent and good service with courtesy of staff rated by respondents at 86% as excellent/good with the overall service rating at 81%. Respondents rated reference desk knowledge, courtesy and quality of services of good - excellent at percentages ranging from 78%-79%. (** In many instances of the survey, Institutional Research did not provide the number of respondents who did not answer the question, or who did not use the service). 66% of respondents know how to use the Library website to access online resources, and of those respondents 100% reported that they knew to use their MSJC Blackboard usernames and passwords (PLO #1, 3).

78% of respondents feel successful at finding the information online (PLO #2). If respondents were unsuccessful in finding information online 71% asked for assistance. 92% of respondents say the library is important or very important with overall services rated at 91%.

Students rated the collections in order of importance

1. Electronic book collection (3.14 rating)
2. Print book collection (3.13 rating)
3. Electronic databases (3.09 rating)
4. Audio visual material (2.84 rating)
5. Print periodicals (2.79 rating)

**ADDITIONAL COMMENTS FROM STUDENTS**


13 comments asking for increased library hours, 3 comments specifically asked for additional Friday and Saturday hours.

2 comments asking for library workshops

2 comments requesting more textbooks

2 comments requesting more audio books

**General Services Statistics**

**Door Count (approximate)**

- 2014-2015: 169,237
- 2013-2014: 155,292
- 2012-2013: 153,498
- 2011-2012: 153,169

**Circulation of materials**

- 2014-2015: 23,799
- 2013-2014: 15,287
- 2012-2013: 16,906
- 2011-2012: 16,453

**E-book Use (not including Ebscohost e-books)**

- **2014-2015**: 17,151
- 2013-2014: 29,678
- 2011-2013: Not available

**Ebscohost Database Use**

**2014-2015**

- Regular Searches (not including e-book searches): 5,721,426
- E-book searches: (not including searches via library catalog): 274,852
- E-book abstract views: 47,573
- E-book views: 31,174
- Full text views (not including e-books): 237,772
- Abstract views (not including e-books): 31,156
### 2013-2014

- Regular Searches: 2,194,626
- Searches-federated and automated: 2,561,492
- Record Views: 239,127

### Reference Questions (approximate)

- 2014-2015: 6,815
- 2013-2014: 7,515
- 2012-2013: 7,749
- 2011-2012: 7,332

### Interlibrary Loans

- 2014-2015: 63
- 2013-2014: 83
- 2012-2013: 115
- 2011-2012: 176

### Library Orientations

- 2014-2015: 104 orientations, 3,111 students
- 2013-2014: 87 orientations, 2,436 students
- 2012-2013: 56 orientations, 1,535 students
- 2011-2012: 73 orientations, 2,086 students

### Topic: 4.9 - Performance on Identified Student Learning Outcomes

SLO’s have been identified for library orientations. The library is currently testing new assessment/survey software to evaluate the SLO’s of library orientations.

#### SLO’S for Library Orientations

After attending a MVC library orientation a student will be able to:
SLO 1: Use a web browser to navigate to the library homepage.

SLO 2: Locate appropriate materials in the library catalog and databases using author, title, keyword and subject searches.

SLO 3: Locate an item in the library based on call number and location code.

SLO 4: Be able to log into the library's online resources remotely (off campus).

SLO 5: Distinguish between the types of resources available in the library catalog, e-book collection, online databases, and the Internet.

SLO 6: Select an appropriate database or catalog based upon information needs.

SLO 7: Save, e-mail, or print a document from the library's full text databases.

SLO 8: Demonstrate a knowledge of the services and resources available through the MVC Library.

**Topic: 5.1.1 - Resources: Faculty**

The library will continue to present proposals for new library faculty to the Joint Hiring Committee. Lack of adequate staff has been noted in multiple MSJC reports over the years (Library and Technology Unit Plan Revision 2010, p. 11), (MSJC Education Plan, 2009-2016 Supplement, p.52). Adequate library faculty promotes student success across the curriculum.

Additionally Title 5 standards (section 58724) provide minimum staffing levels for community college libraries.

The budget for Associate Librarians has been reduced the past few years and as a result the library has lost service hours (5 hours on Saturday, and 4 hours on Friday). Until funding is restored, the library cannot increase its hours.

**Topic: 5.1.2 - Resources: Classified Staff**

The Library will continue to present annual proposals for increasing the number of classified staff to serve the growth in the student population.

See Library and Technology Unit Plan Revision 2010, p. 11, MSJC Education Plan, 2009-2016 Supplement, p.52. Additionally Title 5 standards (section 58724) provide minimum staffing levels for community college libraries.
The library currently does not have sufficient classified staff to restore lost library hours (4 hours lost on Friday, 5 hours on Saturday).

**Topic: 5.1.3 - Resources: Student Aides**

**General Services**

Due to the lack of sufficient permanent staff, the library relies heavily on student workers to shelve books, keep materials in order, process materials, and assist students with general information and computer/printing related questions. With financial aid becoming more difficult for students to obtain, the library needs additional funds outside of the existing budget to employ student workers without work study grants. At times the library has had to shift materials funding to the District Hours budget code to retain student workers.

**Topic: 5.1.4 - Resources: Supplies**

**General Services**

A variety of library specific supplies are needed to process and maintain the various material collections. Supply needs include, but are not limited to: security strips, security boxes, book covers, book repair products, book cleaning products, labels, barcodes, display stands, etc. Additionally, the library requires a variety of general office supplies. Without these supplies the library cannot process material or maintain its collections. Lack of budget for supplies will directly affect the students' access to materials and resources.

The pay to print system supplies budget (paper, print cards) is provided by Business Services. Extra funds were allocated for the 2014-2015 fiscal year, to accommodate the increase in printing.

**Topic: 5.1.5 - Resources: Equipment**

**General Services**

- **Security Cameras**: The server for the security cameras apparently failed in the fall semester of 2014. It is unknown when this will be replaced. There is currently no security camera system in the library.

**Topic: 5.1.6 - Resources: Facilities**

**General Services**
There is a need for more group study rooms. The library has one study room that will accommodate six students. There is a demand for more study space on campus.

**Topic: 5.2.4 - Program Content: Student Success**

The library's services and collections contribute to student success across the curriculum. The library provides the necessary materials and resources for student research and the completion of class assignments.

Library orientations, and individual sessions with a librarian teach students research and evaluative skills that are relevant to any course offered at MSJC.

**Topic: 5.2.5 - Program Content: Program Learning Outcomes/ Student Learning Outcomes**

**PLO’s for Library Services**

1. Students will have an awareness of the type of services, materials, and resources both physical and virtual, available at the library.

2. Students will be able to navigate the library’s Web site, select, and search an appropriate catalog or database to fulfill information needs.

3. Students will be able to demonstrate the ability to access the library’s resources remotely.

**SLO’S for Library Orientations**

After attending a MVC library orientation a student will be able to:

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SLO 3: Locate an item in the library based on call number and location code.

SLO 4: Be able to log into the library's online resources remotely (off campus).

SLO 5: Distinguish between the types of resources available in the library catalog, e-book collection, online databases, and the Internet.

SLO 6: Select an appropriate database or catalog based upon information needs.
SLO 7: Save, e-mail, or print a document from the library's full text databases.

SLO 8: Demonstrate a knowledge of the services and resources available through the MVC Library.

CONCLUSION

The library continues to provide information about library resources and services to students both in person and via the library’s website. MSJC Librarians are also available in person, via phone, e-mail for research assistance. 27/7 Librarian coverage is provided via the Ask a Librarian chat based reference service. Library classified staff also provides information to students about library resources and services at the circulation desk.

The library will continue to take every opportunity to inform students of our services and resources, and teach research skills necessary for independent and lifelong learning.