SJC LIBRARY PROGRAM REVIEW
for Academic Years 2014-2015

Tops code: 160100
Campus: SJC
Instructor: Adrienne Walker
Dean: Carlos Tovares

Topic: 0.1 - Strengths

General Services - PLO#1

Services provided by classified staff for students and instructors:

- Maintenance of library collections: circulation and reference print books; print periodicals; reserves and AV collection.
- Circulation of library materials: print circulation books; reserves; AV.
- Acquisition of Interlibrary loans.
- Assist library patrons in the use of computer hardware and software.
- Process, maintain and monitor the reserve materials collection.
- Maintenance of pay to print equipment in library.
- Monitor the library facility to provide an environment conducive to research, collaboration and study.

Services provided by faculty and staff for students and instructors – PLO#3

- Reference desk assistance
- Individual research assistance
- Library instruction sessions
- Special research techniques workshops (ex. Honors classes)
- Collection development in cooperation with teaching faculty
- Weeding the collection accordingly with subject expertise and teaching faculty input
- Develop subject specific Libguides (i.e., CDE and History)
- Assist teaching faculty to select reserve materials from the library’s collections
- The library is lacking a full-time librarian and a part-time library classified staff, this continued deficit affects the student experience and learning outcomes.
- 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 offers group orientations to classes at the request of instructors. The library currently conducts about 100 orientations per year, with a student attendance of approximately 2,500 per year. Library orientations promote and enhance the use of the library's digital and print resources as well as helping the students navigate the library's website, and formulate effective search strategies in order to more effectively use the library's catalog and databases.

The SJC Librarian also offers research workshops for students in Honors programs.

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 eBooks 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.

SJC Library print books collection consists of over 25,000 hard copy titles. The current print periodicals collection consists of 69 titles. The current AV collection consists of 762 items.

- Collection Valuation
  - SJC Library print collection: $1,370,000
  - Digital Collection: eBooks, video and audio (shared by both libraries) $75,800

The librarian works with department chairs and faculty to provide appropriate resources to support MSJC student and faculty research.
LIBRARY FACILITIES

- The San Jacinto Campus Library was redecorated over the summer of 2011. This improvement attempts to create a pleasant atmosphere that is conducive to study and collaboration.
- The width between the circulating books stacks are not ADA compliant.
- The library and the LRC share the 300 building.
- Room 305 is a space shared for library orientations, ESL, faculty and the larger MSJC community.
- Update Building 300 restroom facilities, allow access to restrooms from outside of the 300 building only, adding two interior unisex bathrooms for faculty and staff.

Library Renovation

The research and scholarship needs of students have changed dramatically in the last 46 years therefore; a new space that supports interdisciplinary research, multimedia assignments and collaborative group study are critical to student engagement and, ultimately, academic success.

A redesign of the library is desperately needed and with the projection of the residential building boom the need to update the library is pressing to enable the library to offer a true quiet study and collaboration space. The renovation of the library should aim to provide the students a high-quality study environment. The renovation should also address students’ concerns for a dedicated quiet, contemplative study space including smaller rooms for small group study. (MSJC Educational Plan, 2009-2016 Supplement, p.47)

The upgrade of the library must include electrical outlets for each new study table and the addition a copy center; these critical infrastructure issues need to be addressed in order to support research and learning. Walls need to be built to the ceiling and sound proof doors in order to eliminate the activity from the LRC and outside as it can be disruptive to quiet study and small group collaboration.

New furnishings for the library need to include new student study tables with built-in electrical outlets to support student mobile devices, and chairs that are weighted for greater than 250 pounds.

A complete redesign of the circulation service desk is needed and must include two computer stations (one of which would have a lowered counter for accessibility) a shared printer with telephones for each station.

A complete redesign of the reference desk to replace the Rubbermaid reference desk incorporating it into an area separate from the circulation service desk in to order to offer a space for reference interview conversations in which the librarian responds to students’ request for informational support and instruction.

A computer table redesign will provide a more comfortable, welcoming area for our students as well as providing more streamlined and flexible technology management. The redesign of the computer tables spacing will also offer increased ADA compliance.
The separation wall that does not go to the ceiling between the library and the LRC continues to be a minor enhancement for both areas. At the completion of the redesign of the library we want our students be as inspired by the physical surroundings within SJC Library.

**Library Technology**

- Request placed for a price quote for a student accessible document scanner

**Topic: 0.2 - Opportunities and Challenges**

A survey of print library holdings completed in 2015 revealed that half of the circulating print books had been published before 1980, and only 25 percent of the collection can be considered recent in respect to books that had been published within in the last twelve years. The print circulating book collection is still out of date. An aggressive weeding program has been in process since spring 2014.

**Staffing (challenge)**

Lack of sufficient full-time support staff as listed in the ALA/ACRL AECT Minimum standards for Libraries (Modified) Title 5 section 58724 prevents the library from offering additional services to students. Lack of adequate staff has been noted in multiple MSJC reports over the years (Library and Technology Unit Plan Revision 2010, p. 11), (MSJC Educational Plan, 2009-2016 Supplement, p.52). 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>
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<th>Periodicals/No. of Subscriptions.</th>
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<tbody>
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Student FTES for SJC 2013-14 = 3,283. MSJC Performance Data Warehouse – Student Stats: [http://www.msjc.edu/CollegeInformation/Administration/InstitutionalResearch/Pages/MSJC-Performance-Data-Warehouse---Stats-by-,Subject-and-Course.aspx](http://www.msjc.edu/CollegeInformation/Administration/InstitutionalResearch/Pages/MSJC-Performance-Data-Warehouse---Stats-by-,Subject-and-Course.aspx)

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

There is no procedure in place at MSJC to increase classified staffing, so staffing needs have never been adequately addressed. (MSJC Educational Plan, 2009-2016 Supplement, p.54)
LIBRARY MARKETING (opportunity)

* College Hour and additional MSJC sponsored events on campus

LIBRARY PROMOTION (opportunity)

* Twitter (spring 2015)
* MSJC Technology Academy

LIBRARY HOURS

- The SJC 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.

- The library was closed during the summer of 2011, (no summer school) and summer of 2012 (during data migration to new library software). Fewer hours and summer closures have contributed to a reduced patron count for the past few years. 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.

MATERIALS BUDGET (challenge)

As reported in the 2008 Program Review 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 funded this expense but the prices of the databases continue to increase and 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 approximately 25,000 titles. With a conservative estimate of 4% of the book titles becoming outdated each year, the library will need to replace approximately 1,000 titles per year. At an average cost of $41.69 per title (academic press titles
are priced even higher), the library needs $41,690.00 to maintain currency in the print collection alone. This does not include the electronic titles which also become outdated. Electronic titles may be priced higher than a print edition.

The library’s current book budget for the 2014-2015 academic fiscal year is $29,563.00. At present funding levels, the collection of current and useful materials will continue to decline.

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 or the addition of new courses or programs. Supplemental funding is also needed to purchase resources to support new and expanded programs and courses.

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 FTE’s. As FTE’s increase, so does the price of the databases.

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

**LIBRARY STAFF/ FACULTY (challenge)**

Since the last Program Review in 2011, no additional library staff or faculty have been added. The library has also lost service hours due to funding at the college level. A total of 11 hours has been lost over the past two years.

Library faculty and staff are insufficient to serve the current student population. The Association of Research Libraries (ACRL) and Title 5 standards (section 58724) provide minimum staffing levels for community college libraries. The SJC library has never met the standards.

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

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FLYING INSECTS (challenge)

The San Jacinto Campus is located in a fly-rearing region possibly placing sensitive individuals at risk for asthma or rhinitis when the fly population increases inside the 300 building. Installation of an air curtain on the sliding door to building 300 would reduce the flying insect population.

Of the thousands of species of flies, only a few are common pests in and around the home. Some of the more common nuisance flies are the house fly (Musca domestica), the face fly (Musca autumnalis), the stable fly (Stomoxys calcitrans), the little house fly (Fannia canicularis), and several species of blow flies (especially in the genus Lucilia). These pests breed in animal wastes and decaying organic material, including animal carrion and food waste from which they can pick up bacteria and viruses that may cause human disease. How to Manage Pests. (n.d.). Retrieved June 8, 2015 from http://www.ipm.ucdavis.edu/PMG/PESTNOTES/pn7457.htm

Topic: 0.3 - Plans for Improvement

General Services – PLO #1-3

- Plan to add kindle’s and laptop computers to be checked out from the circulation desk to enable students to access the growing collection digital resources.
- The Library will continue to present annual proposals for increasing the number of classified staff to serve the growth in the student population.

  The positions most-needed are an increase of the 19 hour Library Technician II to 25 hours 12 months and an second 25 hour, 12 month Library Technician II (evenings), the addition of this position would balance the evening circulation staff/desk coverage.
- Continue to advocate for a funding formula based upon inflation, enrollment growth and the addition of new courses and programs.
- Continue to weed the print and electronic collections of material and delete obsolete resources.
- Make a priority to create online tutorials using Libguides software. This software is used to create subject specific bibliographies listing a variety of sources in a variety of formats. The software is interactive permitting editing access to librarian as well as the teaching faculty.
- Encourage faculty to submit course reading lists and provide input for collection development.
- Library Renovation Project planning
- Remove movable stack

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. Since the 2008 program review over 20,000 new electronic book titles have been added to the collection.
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**

LIB 100 is undergoing revision

Last Offered Spring 2012

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

- Basic Skills grant obtained to find the Learning Express Library database

**Topic: 1.5 - Results of Previous Program Review**

Plans for Improvement from 2014 Program Review:

During the 2014-2015 academic year, the library weeded the print circulating and reference book collections of obsolete material and updated subject areas as needed and as the budget permits.

The library continues to produce online guides using Libguides. This will assist students in using the collections and in researching various topics.

By the end of spring semester 2015 we should have at least 7 updated bibliographies listed using the Libguides application.

The library will create and implement libguides pre-test and post-test that will be used to assess the effectiveness of library orientations.

**Topic: 2.1 - Faculty**

The SJC Library employs one full time faculty librarian and two associate faculty librarians. Associate librarians currently work a total of sixteen hours per week.

Full time FTE librarians = 1  
Associate FTE librarians = .45  
TOTAL FTE librarians = 1.45

The number of SJC library faculty historically has not met the Title 5 requirements for a CCC Library.

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

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**Topic: 2.2 - Support Staff**

- Library Technician III – 40 hours per week, 12 months (1) – Circulation Supervisor
- Library Technician II – 40 hours per week, 12 months (1) – Circulation Desk
- Library Technician II – 19 hours per week, 11 months (1) – Night Circulation Desk

The number of SJC library staff historically has not met the **Title 5 requirements** for a CCC Library.

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

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

**General Services**

- 29 computers – (not included in library budget)
- 1 Xerox pay-to-print printer – out of order - waiting to be replaced
- 2 Xerox pay to print photocopiers
- 3 video viewing stations
- 1 low vision magnifiers
- 1 card dispenser machine
- 1 outside book drop
- 1 OPAC stand up terminal (library catalog access computers)
- Student requests for a networked document scanner and student accessible wireless printing have repeatedly arisen.
Topic: 2.4 - Budget & Expenditures

MATERIALS BUDGET

A major challenge for the library has always been the budgeting process. No funding formula has ever existed for allocating funds for library materials, although it has been suggested by the library many times over the years. The library should have a funding formula that takes into account student FTEs, growth, new courses, new programs and inflation. The regular yearly budget proposals requesting moderate budget increases have not been successful as revealed by the library budget history below.

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

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Total Materials</th>
<th>Books</th>
<th>Media</th>
<th>Databases</th>
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<tbody>
<tr>
<td>2014-2015</td>
<td>$86,184.00</td>
<td>$38,936.00</td>
<td>$0</td>
<td>$47,248.00</td>
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<tr>
<td>2013-2014</td>
<td>$87,059.00</td>
<td>$38,741.00</td>
<td>$1,071.00</td>
<td>$47,247.00</td>
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<tr>
<td>2012-2013</td>
<td>$87,059.00</td>
<td>$39,741.00</td>
<td>$71.00</td>
<td>$47,247.00</td>
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<tr>
<td>2011-2012</td>
<td>$91,059.00</td>
<td>$33,976.00</td>
<td>$4,836.00</td>
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<tr>
<td>2010-2011</td>
<td>$93,059.00</td>
<td>$35,976.00</td>
<td>$4,836.00</td>
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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. Otherwise the libraries would not be able to fund these resources from their regular budgets.

LIBRARY STAFF/ASSOCIATE FACULTY

Cuts to the library budget and lack of classified staff have resulted in the loss of library hours. The library has lost 11 hours (Friday afternoon, Saturday) due to lack of funds for staff and librarians. Associate librarian salaries are paid from the library budget.

The budget cuts experienced by the library have not been restored and as a result the library continues to operate with fewer hours due to a continued lack of adequate funding.

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, and eventually Wildomar).

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 is not adequate to provide services to all locations within
the district. The number of SJC library staff historically has not met the Title 5 requirements for a CCC Library.

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

The library’s primary function involves providing materials, services, and library instruction to students, faculty, and class groups.

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. 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

**General Services –**

**Door Count**

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<tbody>
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<td>2011-2012</td>
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<tr>
<td>2012-2013</td>
<td>76,293</td>
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<tr>
<td>2013-2014</td>
<td>73,072</td>
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<tr>
<td>2014-2015</td>
<td>80,071</td>
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**Circulation of Materials**

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<tbody>
<tr>
<td>2011-2015</td>
<td>17,753</td>
</tr>
<tr>
<td>2012-2013</td>
<td>17,531</td>
</tr>
<tr>
<td>2013-2014</td>
<td>15,608</td>
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<tr>
<td>2014-2015</td>
<td>4,301</td>
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**Interlibrary Loans**

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<tbody>
<tr>
<td>2011-2012</td>
<td>194</td>
</tr>
<tr>
<td>2012-2013</td>
<td>238</td>
</tr>
</tbody>
</table>
Reference Questions

2011-2015  2,538  
2012-2013  2,290  
2013-2014  1,970  
2014-2015  1,740  

Library Orientations

2011-2015  80  
2012-2013  71  
2013-2014  104  
2014-2015  78  

Ebscohost Database Use

2014-2015

Regular searches (not including e-book search): 5,721,426  
E-book searches (does not include search through the Library catalog): 274,852  
E-book abstract views: 47,573  
E-book views: 31,174  
Full text views (does not include e-books): 237,772  
Abstract views (does not include e-books): 31,156  

2013-2014

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

E-book Use (does not include Ebscohost ebooks)

2014-2015: 18,571  
2013-2014: 29,678  
2011-2013: not available  

Survey results

Introduction

In the fall semester of 2014 a satisfaction survey of students who use the SJC library was conducted at Mt. San Jacinto College, San Jacinto Campus to assess the level of satisfaction of students as part of a continued commitment to improve library services. This report summarizes results from the 2014 library satisfaction survey that was administered to students by San Jacinto Campus Library.
Method

The twenty question survey was a self-administered online survey using survey monkey and was accessible through the library website.

Response rate

Invited to complete the survey – all students who use the SJC library

Completed survey 160

Summary

The majority of SJC library resources have 90% of respondents using the SJC library in person with daily, weekly or monthly visits. 81% of respondents use the SJC library online on a daily, weekly or monthly basis. 61% of respondents most frequently use the library for individual or group study. 52%-61% of respondents use the library for computer access to complete assignments, access Blackboard, the Internet and online library resources.

The frequency that respondents use online SJC Library resources ranges from 12%-41% for daily, weekly or monthly usage. Respondents are very satisfied or satisfied with library services and resources with percentages from 32%-81% with the lower percentages reflecting lower use of the video and audio collections. 75% of respondents asked library staff for help. 27%-78% of respondents have not used the online reference service, email or phone to contact a librarian.

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 with percentages ranging from 79%-82%. 80% of respondents know how to use the Library website to access online resources. 96% of respondents successfully access the library remotely using their myMSJC credentials.

86% of respondents feel successful at finding the information online. If respondents were unsuccessful in finding information online 65% asked for assistance. 92% of respondents say the library is important or very important with overall services rated good to excellent by 24%-57% of respondents.

The overall services that the respondents would like to see improved is an increase in library hours of operation, updated books and materials, an increase in the number of textbooks and a reduction is the amount of noise.

A physical inventory of the print circulation using a laptop and scanner is in progress.

A new dedicated library catalog computer (OPAC) is operational as of fall 2014 semester.
Thursday, February 11, 2016

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

SLO’s have been identified for Library orientations. SLO’s will be assessed in spring of 2015 after implementing the new assessment software.

**Topic: 5.1.1 - Resources: Faculty**

A proposal submitted to the Joint Hiring Committee in October 2014 to fill the Librarian faculty position left vacant by the retirement of Librarian Elizabeth Anghel in December 2013 was approved and will be staffed in fall 2015. The Library continues to suffer under inadequate staffing which 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.

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

*General Services*

The Library will continue to present annual proposals for increasing the number of classified staff to serve the growth in the student population. A staffing plan is in place, the positions most-needed are an increase of the 19 hour Library Technician II to 25 hours/12 month and an additional 25 hour/12 month Library Technician II (evenings), this position would balance the evening circulation staff coverage allowing for circulation desk coverage in case of vacation, illness and jury duty as an example.

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.

**ALA/ACRL AEET 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><strong>3.0</strong></td>
<td><strong>4.5</strong></td>
<td><strong>300</strong></td>
<td><strong>60,000</strong></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>
Topic: 5.1.3 - Resources: Student Aides
General Services – PLO #1

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 directional information questions. With financial aid becoming increasingly difficult for students to obtain, the library needs additional monies outside of the existing budget to employ student workers without work study grants.

Topic: 5.1.4 - Resources: Supplies
General Services – PLO #1

A variety of library specific supplies are needed to process and maintain the various collections of material. Supply needs include, but are not limited to: security strips, security boxes, book covers, book repair products, book cleaning supplies, labels, barcodes and display stands, etc. Additionally the library requires a variety of general office supplies these supplies allow the library to process materials or maintain its collections.

Topic: 5.1.5 - Resources: Equipment
General Services – PLO #1

Adequate funding is necessary to support one time buys such as:

New Study Tables (14) (with electrical outlets) that seat 4
New Chairs (56)
New Study Carrels with electrical outlets for a total of 16 seats
New Computer Pods (4) which will hold 6 computers each
New End Caps for library shelving
Student networked document scanner
New Circulation Desk (built in)
New Reference Desk (built in)
Security Cameras (4)
Seating area furnishings
**Topic: 5.1.6 - Resources: Facilities**

*General Services – PLO #1*

There is a need for group study rooms and a copy center to facilitate collaboration and noise abatement. (MSJC Educational Plan, 2009-2016 Supplement, p.70)

**Topic: 5.2.1 - Program Content: Curriculum Development**

The library has taught stand-alone courses in information competency. There are no current plans to add courses. Existing courses have been reviewed and updated as needed.

**Topic: 5.2.2 - Program Content: Pattern of Offerings**

The SJC Library is no longer able to offer Library 100 Intro to Library Research and Information Literacy, which was a 3 unit class, transferable to CSU.

**Topic: 5.2.3 - Program Content: Student Access**

Library 100 was cancelled in spring 2010 due to budget cuts and has not been restored.

**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.

Library 100 class, library orientations, and individual sessions with a librarian teach students research skills that are relevant to any course offered at MSJC.

**Topic: 5.2.5 - Program Content: Program Learning Outcomes (PLO) FOR Library Services**

This section is shared by both MSJC Libraries.

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.

**SLO'S for Library Orientations**

After attending a SJC 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 knowledge of the services and resources available through the SJC Library.

CONCLUSION

The SJC Library continues to provide information about library resources and services to students both in person and via the library's website. Librarians are also available via in person, via phone, and e-mail for research assistance during library hours. Library classified staff also provides information to students about library resources and services at the circulation desk.

The SJC 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.