Program Description

The MVC Library serves students across all disciplines and programs, including off-campus students at MSJC’s Temecula sites and online distance education students. The Library’s primary function is to support student and faculty research and information literacy in all disciplines by providing materials that support the curriculum, reference services, and library instruction.

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.

I. Program and Assessment

A. Program Please review the “internal process” data for your program and analyze it.

1. Program—MVC Library Services

The MVC Library provides materials, services, research assistance, and library instruction to individual students, faculty, and class groups. The Library routinely compiles statistics, including the number of students using the library (gate count), the types and number of physical and digital resources checked out and accessed, the number of reference/research questions answered, and the number of orientation sessions offered. The figures below represent library statistics for the 2016/2017 academic year.
Program Statistics

Gate Count: students entering facility for materials/services (approximate)

2016-2017: 169,243  
2014-2015: 169,237  
2013-2014: 155,292  
2012-2013: 153,498  
2011-2012: 153,169

Print Book Collection Size: 24,022 (circulating and reference books)

E-book Collection Size: 259,499*

*Some e-books are owned by the MSJC Libraries while the majority are part of a subscription service. Annual figures fluctuate moderately due to additions/deletions from vendor subscription collections.

Number of Databases: 67

Print Resources Usage:

5,101 (books/periodical checked out or used in library)  
13,788 (textbooks used in the library or checked out)  
3,402 (DVD/Media checked out or used in the library)  
Total: 22,291

Previous years print usage for comparison

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

Digital (online) Resources Usage:

73,062 (e-books)  
335,733 (databases)  
50,727 (streaming videos)  
Total: 459,522 views/downloads/accesses
Reference Desk Transactions:
6,773 (research help)
596 (district wide research help via Ask a Librarian chat service)
17,017 (technology/directional help)

Total student interactions: 24,386

Analysis – Library Usage

The MVC Library has many years of statistics to track library usage. The Library continues to see a high demand from students for physical services including face-to-face research assistance, print books (especially textbooks), computer resources and study spaces. The Library provides the only “open” computer lab on campus and demand for computer use is high. An additional 12 computers were added in the 16/17 academic year to meet student needs. Study space is also heavily used, and at peak hours, there are few to no seats available to accommodate students. Additional study space is needed on campus to meet student needs as evidenced by a Library student satisfaction survey administered in the fall of 2017, which amassed numerous comments regarding the lack of group study space in the MVC Library. Plans are underway to create two new group study rooms in the Library. Patron counts have remained stable over several years, and students regularly ask for increased hours and additional group study spaces.

** See Program Goals for additional information.**

Analysis – Resource Usage/Collections

Print material
Print material, primarily circulating books and textbooks, remains a popular format with students using the Library. Print books are still being purchased and updated, but the size of the collection remains stable at approximately 24,000 titles due to space limitations. Textbook usage is high as these titles are generally not available in an electronic format. Students utilizing research assistance often request print books only to complete assignments, and the Library Student Satisfaction Survey in the fall of 2017 revealed that 87% of MVC students rated the print book collection as very important, important or fairly important. The use of print periodicals has seen a dramatic decrease in use over the past few years, and as a result, the Library is cancelling many print subscriptions to increase digital subscriptions. The Library has
also heavily weeded the outdated reference book collection and will be redesigning the space to create a workshop/student use area. **See Program Goals for additional information.**

**Textbooks**
As part of an initiative to increase student retention and success, both MSJC Libraries receive a grant from Student Equity to keep a collection of current textbooks on reserve. The demand and use of the Library’s reserve textbook collection continues to grow. In FY 16/17 the textbooks were used approximately 13,788 times. In the fall 2017 Library Student Satisfaction Survey, 91% of students responded that the textbook collection was very important, important or fairly important in helping them to successfully complete class assignments. The Library will continue to advocate for textbook funding to support student success.

**Digital Resources**
The biggest increase in material use statistics continues be in the Library’s digital resources. There is an increasing demand for resources that can be accessed 24/7, especially to support DE and off-campus students across the district. The Libraries work with department chairs and faculty to select appropriate resources to support MSJC students in all disciplines. With the increasing number of electronic books (259,499*), students are relying heavily on the Library’s online resources to fulfill their information needs. Students enrolled in distance education and off campus courses may rely exclusively on the Library’s online resources.

The Libraries will continue to expand and add to the digital resources as the materials budget permits. Digital resources continue to rise in price due to inflation, and prices are often tied to student FTES. Additionally, streaming media resources are in high demand for classroom programming by faculty and are becoming an increasingly expensive resource to maintain. The MVC Library discarded approximately 2,000 VHS tapes from the Instructional Media collection in order to be compliant with the Americans with Disabilities Act requirements for closed captioning, and faculty now rely almost exclusively on the streaming media databases rather than VHS tapes or DVDs to support course content and learning outcomes. Additional RAPS will be necessary to support streaming media and maintenance of the online collections unless ongoing budget stability is secured. Streaming media needs a dedicated funding source to cope with price increases due to inflation and FTES. Library budgets are flat and the only way to secure additional funding is via the RAP process. Fortunately the Library has submitted two successful RAPS for both e-book and database funding. It is a constant challenge to provide
access to new electronic materials while maintaining the currency of the entire materials collection with the lack of consistent funding. The Libraries need additional ongoing materials funding outside of the RAP process.

**Analysis – Reference/Research Assistance**
The Library provides research assistance and technology/computer support to students and faculty in person, by phone, e-mail, via the Ask a Librarian 24/7 live chat service available through the Library website. As student FTES increase there is a higher demand for services at the reference desk in the library. The two full-time Librarians currently provide reference services and library orientations for the majority of the day, making it difficult to complete their other duties. The MVC Library has never met Title 5 staffing standards for CCC Libraries and should be employing at least four full-time faculty Librarians (see facilities and staffing section).

**B. Assessment Summary** Please list your current learning outcomes (SLOs, SAOs and/or PLOs). Please summarize the discussions, analysis and improvements resulting from your assessment effort since the last program review. Please note any changes to the SLOs/SAOs/PLOs for use next year.  

**Library Program Learning Outcomes**

1. Navigate the library's website and discover how to access the library's resources remotely.
2. Distinguish between the types of services, materials, and resources, both physical and virtual, available at the library.
3. Select an appropriate catalog or database and develop search strategies to identify and locate sources that fulfill information needs.
4. Evaluate information sources in any format to determine type, relevancy to topic, bias, currency, and accuracy.

**Services provided by faculty Librarians to support PLO’s**

- Reference desk assistance for research and information needs
- Library instruction sessions (see additional details below)
- Special research techniques workshops (ex. Honors classes)
- Outreach to teaching faculty with information on resources pertaining to their students’ research needs and assignments
- Subject specific LibGuides and online tutorials (i.e., CDE and History)
Program: Menifee Campus Library

- 24/7 Ask a Librarian Service (online chat base reference service), staffed by MSJC Librarians and academic Librarians throughout the United States
- *New pilot program: Peer Research Assistants to provide additional support for students with basic reference and technology questions. **See Program Goals for additional information.

Library Instruction
The library provides research instruction sessions (orientations) to classes at the request of the instructor. In FY 2016-2017 the MVC Librarians conducted 116 library instructions sessions with an attendance of 2,902 students.

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<tr>
<td>116 sessions</td>
<td>124 sessions</td>
<td>104 sessions</td>
<td>87 sessions</td>
</tr>
<tr>
<td>2902 students</td>
<td>3226 students</td>
<td>3,111 students</td>
<td>2,436 students</td>
</tr>
</tbody>
</table>

These sessions promote and enhance the use of the library's resources as well as help the students navigate the library's website and formulate effective search strategies in the library's catalog and databases. These instruction sessions contribute to the library’s PLO’s and MSJC’s Core Competencies, specifically: Information and Technology Literacy.

With limited Library faculty we have not been able to significantly increase the number or sessions offered each semester. New research also suggests that students are not retaining the information as well as expected. The MVC Library will be developing a new strategy for library instruction beginning in the fall of 2018. **See Program Goals for additional Information

The MVC Librarians also provide research workshops for Honors students. Additional workshops on e-books, periodical databases, and library research will be offered as the Library develops a new information literacy model.

Student Assessment of Library Services/Library PLOs
To gauge student satisfaction with library services and resources and measure Library PLOs, a student satisfaction survey was administered in the fall of 2017. The survey was completed by 646 students whom specifically rated the services of the Menifee Campus Library. The survey was self-administered using Survey Monkey emailed to students by the Institutional Research department.). Questions relating to the Library’s PLOs were included to gauge student awareness and abilities.
Assessment of PLO #1 – Overall (SJC and MVC responses), 81% of students reported that they were able to navigate to the Library’s website and access materials from off campus. 15% reported that they had never attempted to log into materials remotely, and 3% reported that they were not able to navigate to the Library website and access materials remotely.

Assessment of PLO #2 – The students rated the materials and services by their importance in helping to complete class assignments. The students ranked most of the library materials and services following materials and services as most important in completing class assignments: 1. Article databases/computers/copiers/scanners were rated as most important. 2. Textbooks, Librarian assistance/e-books/books was second and last was media

Online Library Instruction and Tutorials
The MSJC Libraries entered into a contract with Credo Education in spring 2017 to offer fully-online information literacy modules that will provide equitable library instruction and orientations to online, hybrid and satellite campus students. The SJC Librarians spearheaded this effort and created a custom orientation that is accessible on the website and can be embedded in Canvas. Classroom instructors have also embraced the opportunity to include the online orientation in their Canvas course shells, thereby providing library research skill instruction without intruding on class time. At the end of the fall 2017 semester, the online orientation had over 5000 views, either from students accessing it independently on the website or through a link provided by their instructors. (SJC Library Program Review, 2018, p.2).

Credit Courses
The Libraries also offer a stand-alone credit course in library research/information competency, Library 101 (1 unit). The three unit Library 100 course has been deactivated at the request of the Curriculum Committee. Library 101 is currently offered online once each semester and is currently taught by a part-time faculty Librarian. (See SJC Library Program Review for Library 101 data).

Student Learning Outcomes for Library Orientations
After attending a MVC library orientation a student will be able to:

1. Select an appropriate database or catalog based upon identified information needs.
Program: Menifee Campus Library

2. Demonstrate how to locate appropriate materials in the library catalog or databases using appropriate search techniques.
3. Distinguish between the types of resources available in the library catalog, e-book collections, databases, and the Internet.
4. Identify and locate an item in the library based on call number.
5. Recall how to access the library’s resources remotely.

Assessment of SLOs for orientations has been difficult due to time lack of staff, time constraints and lack of adequate software for assessment. The Library will be evaluating a new online software product to measure SLOs more effectively.
**C. SLO/SAO/PLO to CCs Matrix.**

Please enter your actual learning outcomes, **SLOs, SAOs or PLOs** (click on “Student Services” near the top of the page after following the previous link), in place of “LO 1, LO 2” etc. in the table below and indicate with an “X” the mapping from SLO/SAO/PLO to **CC**. Here are some **instructions** to assist you!

<table>
<thead>
<tr>
<th>PLO 1. Navigate the library's website and discover how to access the library's resources remotely.</th>
<th>Communication</th>
<th>Critical Thinking</th>
<th>Aesthetic Awareness</th>
<th>Social Awareness</th>
<th>Responsibility</th>
<th>Scientific Awareness</th>
<th>Information and Technology Literacy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

| PLO 2. Distinguish between the types of services, materials, and resources, both physical and virtual, available at the library. | | X | | | | | X |
### Program: Menifee Campus Library

<table>
<thead>
<tr>
<th>PLO 3</th>
<th>Select an appropriate catalog or database and develop search strategies to identify and locate sources that fulfill information needs.</th>
<th></th>
<th></th>
<th></th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLO 4</td>
<td>Evaluate information sources in any format to determine type, relevancy to topic, bias, currency, and accuracy.</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
II. Planning and Resource Requirements  As you formulate your goals and objectives, to minimize disproportionate impacts, please balance district efficiency with equity and access.

A. Program Goals  Be sure to review the goals and objectives from your last program review and include those that are still active! Put in your new goals here!

   Reference and Library Instruction

1. The MVC Library strives to ensure that all students and faculty have access to information and services which support the processes of learning and scholarship in accordance with the Association of College and Research Libraries (ACRL) Information Literacy Competency Standards for Higher Education. In light of the recent inclusion of the Information and Technology Literacy Core Competency as well as other initiatives like AB 705, teaching faculty are facing great pressure to incorporate information literacy into their instruction goals. As a response, the library is working toward embedded librarianship through increased faculty collaboration and by meeting information literacy learning objectives through specialized library instruction incorporated into the student learning process. The library plans to offer workshops on a variety of topics from basic skills to advanced research, partner with faculty in the classroom at the point of the information need, and offer increased support for distance learning through expanded digital resources. Emphasis will be on meeting specific information needs as outlined in the learning objectives for each subject, especially those in English 92, 98, and 101. The library will focus on these faculty-facing efforts in order to support college’s information literacy goals and objectives through increased awareness, instruction, and collaboration.

2. PRA Program
   The Peer Research Assistant (PRA) program aims to provide specialized, individual information literacy support through peer-to-peer tutoring services, particularly for those in basic English courses. The PRA students promote collaborative thinking, teach their peers to synthesize information effectively, and share awareness of resources through a discussion based session that allows students to explore and practice skills outside of the instruction environment. This program was funded through a Basic Skills Initiative grant in fall 2017 to be piloted in spring 2018. Through various assessments and surveys, it has been determined that the program at its outset is highly successful, with great reviews.
Program: Menifee Campus Library

Concerning delivery of concepts and improved confidence levels for students after the sessions. The PRAs account for approximately 30% of the directional and reference questions posed to the library staff, which significantly improves the scope of Library services. The aim is to continue funding in order to make the PRAs a standard service.

3. Develop a new reference services assessment to illustrate the Library’s connection and contribution to PLOs, SLOs and core competencies. Based on an assessment conference in 2016 the SJC Library developed and tested an assessment model that MVC Library will also be implementing in the fall of 2018.

Library Materials/Budget Goals

- Continue to provide current and relevant materials that support the instructional, research, informational and cultural needs of the MSJC community
- Provide more e-books, online resources, and databases that offer 24/7 access to library materials and that improve equity for online and satellite campus students
- Continue to weed obsolete print and digital resources
- Continue outreach efforts seeking teaching faculty input into collection development, including recommendations for print and online resources that support their programs as well as assessment of existing materials

Funding Goal: The Library will seek stable funding for developing and maintaining the Library’s collections as described above and recommend a funding formula that takes into account inflation, enrollment growth, as well as growth of programs, courses, and sections. The Library budget is not augmented to keep pace with inflation or replace outdated and obsolete material and grow the collection. Until a funding formula is implemented the Libraries will continue to submit RAPS to provide the funding to maintain and enhance the collections, especially for streaming media databases. 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). Unit Plan 2015-2016: “In order to meet the goal of providing current relevant
sources, the library must secure stable funding for developing the library's collections." (p3).

B. Facilities and Staffing Needs

Facility
The Library has been in the process of redesigning existing spaces to accommodate the need for additional seating, computers, and collaborative study spaces. Print materials have been reduced and shifted to accommodate these needs and also to provide space for the Writing Center to move from the first floor of the LRC to the Library. The Library previously utilized an information literacy classroom (room 814) on the first floor of the LRC for library instruction and workshops. Due to increasing demands for classroom and meeting space, room 814 is no longer an ideal location for library instruction.

The Research Assistance desk is also in need of a redesign. The current desk, which serves as a reference services workspace for two librarians, provides only one route of exit. In the event of an emergency, the librarians have no alternatives. This desk is also ergonomically inefficient. With a new, flexible design, productivity will increase, safety will be addressed, and the risk of occupational injuries will decrease.

The Library will continue to advocate for student centered spaces and services in the LRC building that directly support student success. The Library and tutoring center have both lost student spaces in the building in prior years.

Goal 1: Redesign the Library’s existing reference area into a Library instruction area and accommodate additional computers and student study space. *Student Equity is providing the majority of funding for this project.

Goal 2: Reduce print collections of material and shift existing print collections to accommodate the Writing Center and two new collaborative workspaces/study
rooms for student use. *Student Equity is funding the Writing Center conversion and the dividing wall for study space conversion.

**Goal 3:** Redesign the Research Assistance Desk to promote productivity, safety, and occupational health.

**Staffing (faculty Librarians)**
The MVC Library employs two-full time Librarians and one part-time Associate Faculty Librarian (funded by the Library budget). Additionally, a part-time Associate Librarian has been funded by Student Equity for five hours per week in order to extend Friday service hours until 5pm. The Libraries do not meet Title 5 staffing standards for CCC Libraries (see table below). With current FTES at the Menifee Campus, the Library should employ 5 full-time Librarians. The lack of Librarians directly impacts the services that we are able to provide to students and faculty.

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 education” librarian. Present library faculty are not adequate to provide services to all locations within the district. There is currently insufficient funding in the Library budget for additional Associate Librarians. Library hours were lost in 2009 due to budget cuts and lack of staffing.

**Goals:**
1. 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)

2. Continue to seek additional funding for part-time Associate Librarians to provide reference desk coverage and additional support to the full-time Librarians. The Associate Librarians are funded from the Library budget, not the MSJC Associate Faculty budget.
**Staffing (classified staff)**
The MVC Library employs 4 full-time classified staff. Classified staff have taken on additional responsibilities due to the increasing demands placed on Librarians and due to the loss of the Library/LRC Coordinator position in 2013.

**Loss of Library/LRC Coordinator Position:** The MVC Library/LRC Coordinator position (previously left vacant by a retirement in 2013) was eliminated. Funds for the position were repurposed outside of the Library and never recouped. The Coordinator position had direct supervision responsibilities for the library, tutoring classified staff as well as managing 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 loss of a full-time supervisory position has impacted the rest of the library staff and has also been detrimental to the LRC building maintenance upkeep.

**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>

**Student credit FTES for MSJC 2016-2017:**

<table>
<thead>
<tr>
<th>FTES</th>
<th>AY Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Total</td>
<td>10,440.1</td>
</tr>
<tr>
<td>BAN</td>
<td>195.4</td>
</tr>
<tr>
<td>MVC</td>
<td>5,116.0</td>
</tr>
<tr>
<td>ONLIN</td>
<td>1,411.8</td>
</tr>
<tr>
<td>SJC</td>
<td>3,110.5</td>
</tr>
<tr>
<td>TEM</td>
<td>605.3</td>
</tr>
<tr>
<td>DLRLC</td>
<td>1.1</td>
</tr>
</tbody>
</table>
Program: Menifee Campus Library

In order to move toward Title 5 Minimum Standards for Libraries, Mt. San Jacinto College should conservatively employ at least 6 faculty librarians and 10 classified staff across both district Library sites.

3. **Technology and Equipment Needs**
   **Technology**
   The Library’s online databases rely on proxy server software to authenticate students and faculty and provide remote access to all of the library’s digital resources. The proxy server software was purchased in 2006 and may not meet current encryption and security protocols. The library has also been advised by one database vendor that the proxy server version in use is not compatible with their product.

   **Goal:** Work with the IT department to identify proxy server needs and develop a plan to upgrade the current proxy server. *Additional funding may be required outside of the library budget for this software.

4. **Professional Development Needs**
   Regular attendance at Internet Librarian and other library related technology conferences and workshops is crucial for staff development and keeping abreast of developments related to the use of technology in the delivery of library services.

III. Budget Allocation

A. **2018-19 RAP (Resource Allocation Proposal) Submissions**
   The MVC Library will be submitting a RAP for dedicated stable funding for streaming media databases.

B. **CAPPRs (Classified Administrative Personnel Prioritization Request)**
   None at this time. A successful RAP was submitted last year to increase two part-time classified positions to full-time.
C. RAP Follow-Up Reports

For RAP IO 127-1617: Database funding (JSTOR, Ebscohost)

Goals, Outcomes and Assessment. Please describe how these funds helped you reach your program goals. What specific improvements were achieved?

The major goal was to secure adequate funding for the library’s online database subscriptions (prices rise yearly). With the increased funding the library was able to retain the JSTOR journal database, previously funded with a one-time grant from the Vice President of Instruction, and add to the existing database offerings. No databases were cancelled due to a lack of funds for FY 2016-2017.

Institutional Priorities via Strategic Plan Goals. If funds from this RAP supported an institutional priority, please check that priority. Check all that apply.

2014-17 Strategic Plan Goals

| ☒ 1. Reduce time to completion of student educational goals and increase degree, transfer and certificate completion. |
| ☒ 2. Drive institutional decision-making using internal and external data to inform planning and prioritize resources. |
| ☐ 3. Refine staffing plan and process |
| ☒ 4. Improve fiscal responsibility that is sustainable for the long term |
| ☒ 5. Identify sustainability strategies to improve efficiencies in processes district-wide |
| ☐ 6. Expand and improve student involvement in campus life |
| ☒ 7. Promote quality of institution through enhanced communication within the community (internal/external) |
| ☒ 8. Enhance the overall campus life experience |
| ☒ 9. In an effort to serve students build bridges between instructional services, student services and administrative services |
| ☒ 10. Increase the College’s visibility, value and recognition in the service area |

For each priority checked above, describe improvements provided through this RAP.

- (1) Student Success: Students are directed to use suitable library databases to complete research assignments. With a full complement of academic journal databases available, students are able to locate appropriate material to fulfill the requirement of their assignments and are more successful in their courses.
- (2) Expensive but heavily used databases (based upon use statistics) will continue to be funded to support the assignments given by instructors.
With the enhanced budget for resources, the libraries are able to provide uninterrupted access to critical research material used across the curriculum. The additional funding has made it possible for faculty to continue to require students to use academic journals in their research without fear of the library being unable to accommodate their needs.

The enhanced funding for the library’s electronic resources ensures that the information needs of the entire campus community can be met without compromising quality. Every department on campus can benefit from the resources the library provides, and our resources support independent learning across disciplines and departments.

The MSJC libraries serve an information resource to the local community including high school students. The community turns to us because of the resources that we are able to provide that are unavailable elsewhere. The funding of our libraries reflects the quality and commitment of MSJC to provide excellent services to our constituents.

Describe how these funds supported the district’s plans (click here for plans).

The two recommendations regarding library resources/databases were fulfilled: Distance Education Plan 2015-2019, p.15: “ETC recommends adding additional databases like JSTOR that is common at other community colleges and at the universities/colleges that students transfer into after leaving MSJC.” DE Plan 2015-2019, p.28: “DE students have access to sufficient library resources that may include a “virtual library” accessible through the Web.”

MSJC Education Plan 2009-2016, p51 acknowledged that “collections are growing and usage is high, but on-going budgetary support appears to be low…” The RAP funding helped the library support access to electronic resources and addressed the ongoing need for budget increases to offset inflation/price increases of online library resources.

Identify any challenges or obstacles related to the RAP process.

Although the MSJC Libraries are integral to student learning across the disciplines, and critical to DE students, there is often insufficient acknowledgement of our services and needs in MSJC institutional documents (Master Plan, Student Equity Plan, etc.). The Library’s contributions and needs must be adequately represented to provide us with the documentation and justification for our RAPs.
A. Based on the data and analysis contained in this review, please forward your three greatest needs to your dean/division.

1. An additional full-time librarian to oversee district-wide outreach and library instruction.
2. Stable funding for developing and maintaining the Library’s collections and a funding formula that takes into account inflation, enrollment growth, as well as growth of programs, courses, and sections.
3. Furnishings and equipment for two collaborative study rooms (formally Makerspace)
4. Adequate representation in the MSJC institutional documents to provide us with the documentation and justification for our RAPs.

B. Discuss any major activities/highlights/achievements and any service/student success innovations during the past year.

The library received a Basic Skills grant in Fall 2017 to fund the Peer Research Assistant (PRA) program, which provides specialized, individual information literacy support through peer-to-peer tutoring services. The PRAs provide approximately 30% of the directional and reference questions posed by student patrons, which significantly improves the scope of Library services.

In order to comply with the Americans with Disabilities Act (ADA), the library updated the media collection by weeding outdated formatting and ensuring closed captioning for classroom use. Close to 2,000 VHS and DVDs were weeded during the project, and new materials were purchased to strengthen the selection of titles used in classroom instruction and curriculum support.

Student Equity continues to fund a collection of textbooks to be available in the library for every course offered on the MVC campus. This collection is highly popular with students, contributing to both ease of access and monetary relief for students with a variety of socioeconomic standing.

In light of planned changes to information literacy instruction, the library is undergoing a major redesign of the library space. Not only will materials be shifted to accommodate a place to house the Writing Center, the library will also construct a flexible room for instruction that includes mobile furniture, computers, and a smart technology. The plan is to extend the scope of instruction to include workshops and outreach events, as well as specific, point-of-need orientations in the new space. This project has essentially restructured the library, with a majority of efforts in the past academic year toward weeding and selection to accommodate the new dispersal of space.
Program: Menifee Campus Library

C. Please list all faculty and classified (and others) who participated in this review.
Sherri Moore, Department Chair
Carrie Consalvi, Interim Librarian

D. Any suggestions, concerns or constructive criticism regarding the MSJC program review process?

Once you have completed this entire form, please mailto:programreview@msjc.edu

Due Date: February 15, 2018

Thank you very much!!!

Final Version 11/20/2017