

# California Community Colleges Library/Learning Resources 2013-14 Data Survey

The California Community Colleges Annual Data Survey. This survey is mandated by Title 5, Section 55800

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**Page description:**  
**55800. Annual Report to Chancellor.**

The governing board of each community college district shall, on or before August 31st of each year, report to the Chancellor on the condition of district libraries, for the preceding fiscal year. The report shall, in addition to other matters deemed appropriate by the governing board or the librarians, contain such statistical and other information as is deemed desirable by the Chancellor. For this purpose the Chancellor may send to the districts instructions and/or forms so as to obtain the material for a comparative study of library conditions in the state.

This survey has a "Save and Continue" function that is located at the top of the page. To save information on a page you must move to the next page and click on the "Save and Continue" button.

Please select today's date. \*

Calendar

## Introduction

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**Page description:**  
The Chancellor's Office is in the process of collecting Library and Learning Resources information for the following years: 2013-14.

Please provide the following identifying information for your college.

1. Please indicate the district and college.

District

College

2. Library program director or administrator: \*

First Name

Last Name

Title

E-Mail

Telephone Number

3. Person filling out the survey \*

First Name

Last Name

Title

E-mail

Telephone Number

## **General Library Program Information**

### **Page description:**

This page collects general information about the library. Data and other information should just be listed for the main library facility, not branch or center facilities.

4. What is the net assignable area (square feet)?

Note: Only include space dedicated for library operations, regardless of budget source

5. How many study rooms?

Note: Only include rooms that are controlled by the Library or where the Library is responsible for scheduling the use of the room or activity.

6. How many seats in the study rooms are controlled by the Library?

Note: Count seats in rooms controlled by the Library or where the Library is responsible for scheduling the use of the room or activity.

7. How many seats in your building (include ALL seats including labs and study rooms)?

8. How many seats in Library controlled classrooms?

9. Number of computer workstations in the library? (Including tablets and laptops)

**Page description:**

This section includes standard operating expenditures that appear in most Library Program budgets. Report the 2013-14 expenditures for each item according to the funding sources listed. For all questions in this section specify the dollars you have spent.

10. Book Expenditures (In Dollars)

Books are defined as nonperiodical printed publications bound in hard or soft covers, or in looseleaf format. Do not include ebooks.

General Fund (State apportionment)

Non-General Fund

District Grant

Instructional Equipment

Basic Skills

Perkins

Lottery

Other (Please specify)

## 11. E-Book Expenditures (In Dollars)

EBooks are defined as the number of electronic full text monographs that the library offers to its users and for which the library pays some fee for access either through an individual institutional licensing contract with the provider or through other arrangements (e.g. library funded consortia or through state or national purchasing plans). This includes electronic books purchased through vendors, and electronic books that come as part of aggregate services. Exclude locally digitalized electronic books, electronic theses and dissertations, locally created digital archival collections, and other special collections. Do not include machinereadable books distributed by CDROM, or accompanied by print books.

General Fund (State apportionment)

Non-General Fund

District Grant

Instructional Equipment

Basic Skills

Perkins

Lottery

Other (Please specify)

## 12. Print Periodicals Expenditures (In Dollars)

Print Periodicals are defined as publications in any medium intended to appear indefinitely at regular or stated intervals, generally more frequently than annually. Includes newspapers.

General Fund (State apportionment)

Non-General Fund

District Grant

Instructional Equipment

Basic Skills

Perkins

Lottery

Other (Please specify)

## 13. Microforms Expenditures (In Dollars)

Microforms are defined as photographic reproductions of textual, tabular, or graphic materials reduced in size so that they can be used only with magnification. The main types of microforms are microfilm/microfiche/ultrafiche/aperature cards or reproductions on opaque materials.

General Fund (State apportionment)

Non-General Fund

District Grant

Instructional Equipment

Basic Skills

Perkins

Lottery

Other (Please specify)

#### 14. Databases Expenditures for subscriptions (In Dollars)

Databases: This includes licensed citation indexes and abstracts, full text reference sources (e.g. encyclopedias, almanacs, biographical and statistical sources and other quick fact finding sources), and full text journal and periodical article collection services (e.g. EBSCOHOST, PROQUEST, LEXIS NEXIS). Note: EBooks are counted as books and should not be counted here.

##### Subscriptions:

General Fund (State apportionment)

Non-General Fund

District Grant

Instructional Equipment

Basic Skills

Perkins

Lottery

TTIP

Other (Please specify)

## 15. Databases Expenditures for purchases (In Dollars)

Databases: This includes licensed citation indexes and abstracts, full text reference sources (e.g. encyclopedias, almanacs, biographical and statistical sources and other quick fact finding sources), and full text journal and periodical article collection services (e.g. EBSCOHOST, PROQUEST, LEXIS NEXIS). Note: EBooks are counted as books and should not be counted here.

### Purchases:

General Fund (State apportionment)

Non-General Fund

District Grant

Instructional Equipment

Basic Skills

Perkins

Lottery

TTIP

Other (Please specify)



## 16. AV Media Expenditures for subscriptions (In Dollars)

### Subscriptions

AV Media is defined as videotapes, DVDs, CDs, films on reels, audiocassettes, audiocartridges, audiodisks, talking books, etc.

General Fund (State apportionment)

Non-General Fund

District Grant

Instructional Equipment

Basic Skills

Perkins

Lottery

TTIP

Other (Please specify)

## 17. AV Media Expenditures for purchases (In Dollars)

### Purchases

AV Media is defined as videotapes, DVDs, CDs, films on reels, audiocassettes, audiocartridges, audiodisks, talking books, etc.

General Fund (State apportionment)

Non-General Fund

District Grant

Instructional Equipment

Basic Skills

Perkins

Lottery

TTIP

Other (Please specify)

18. Streaming Media Services Expenditures (In Dollars)

Subscriptions

General Fund (State apportionment)

Non-General Fund

District Grant

Instructional Equipment

Basic Skills

Perkins

Lottery

TTIP

Other (Please specify)

19. Streaming Media Services Expenditures for purchases (In Dollars)

Purchases

General Fund (State apportionment)

Non-General Fund

District Grant

Instructional Equipment

Basic Skills

Perkins

Lottery

TTIP

Other (Please specify)

## 20. Other Expenditures (In Dollars)

Other informational resources that were not included in the above categories.

General Fund (State apportionment)

Non-General Fund

District Grant

Instructional Equipment

Basic Skills

Perkins

Lottery

Other

## Personnel-Library Administration

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### Page description:

This section of the annual data survey addresses overall administration and background information pertaining to qualifications and structure.

21. Who has the primary responsibility for the day to day operation of the Library?

- VPI/CIO
- Academic Administrator (e.g. dean or director)
- Department chair (Faculty position)
- Other (Specify)

22. Does the educational administrator responsible for the day to day administration of the library have a library degree? (MLS, MLIS, or PhD in Library Science)

- Yes
- No
- Don't Know

23. If the educational administrator responsible for the Library does NOT have a library degree, what degree does s/he have?

- B.A.
- M.A.
- M. Ed.
- Ed. D
- PhD
- Don't Know

24. What compensation is given to Library Faculty Coordinators or Department Chairs for administrative responsibilities? (Check all that apply)

- None
- Release/Reassign time
- Stipend
- Other 1
- Other 2

**Page description:**

This section of the annual data survey addresses the collection in the library for 2013-14.

25. How many TITLES of print books did you purchase/catalog in 2013-14?

26. How many VOLUMES of print books did you purchase/catalog in 2013-14?

27. How many TITLES of GIFTS (print titles) did you catalog in 2013-14?

28. How many VOLUMES of GIFTS (print titles) did you catalog in 2013-14?

29. What is the total number of print titles in the collection as of June 30 in the following years 2013-14?

30. How many EBooks titles did you ADD to your collection in 2013-14?

31. How many EBooks were in your collection as of June 30 in the following years 2013-14?

32. How many print periodical subscriptions did you subscribe to in 2013-14?

33. If available, how many periodical titles do you provide access to through your current electronic databases?

Note: Do NOT include the databases subscribed through the CCL Consortium.

34. How many microform titles did you have in your collection in 2013-14?

35. How many A/V or media titles were added to your collection in 2013-14?

36. How many A/V or media "volumes" (or copies) have been added to your collection in 2013-14?

37. What is the total number of A/V materials (titles) in your collection as of June 30, 2014?

38. Patron Driven Acquisition

Do you have a patron driven acquisition (PDA) from an intermediate service such as ProQuest or a vendor?

  

If Yes, from an intermediate service such as Proquest or a vendor?

## Library Staffing

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### Page description:

This section of the annual data survey addresses the overall staffing of the library.

39. How many full time librarians are working in the library in 2013-14?



40. What is the total FTEF (full time equivalent faculty) in 2013-14? 1 FTEF = full time load for a librarian

To compute FTE of part-time employees, take the number of hours worked by a part-time employee and divide it by the number of hours considered by the reporting Library to be fulltime work in the category (usually determined by a bargaining unit contract). For example, 10 hours/week worked by a part-time librarian would be computed as .29 where a fulltime librarian's contract week is 35 hours and it would be computed as .25 FTE where a fulltime librarian's contract is 40 hours/week.

41. How many paraprofessional and/or classified staff are working in the library?

Paraprofessionals

Classified staff

42. What is the FTE for paraprofessional and classified staff? (Use computation formula above)

43. What is the total number of student assistants per week (FTE)? Divide total hours students work by 40 hours a week

## Services

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### **Page description:**

This section addresses the various services offered by the library.

44. What were your annual Reference transactions in 2013-14?

A reference transaction is an information contact that involves the use, recommendation, interpretation, or instruction in the use of one or more information sources, or knowledge of such sources, by a member of the reference/information staff. Do not include directional/operational questions, such as directions for locating restrooms, carrels or telephone, library staff, locating materials for which the user has the call number, supplying materials such as paper and pencils, or assisting users with the operation of printers and photocopiers.

45. Were these Reference transactions in 2013-14 actual or an estimate?

Estimate

Actual

46. Circulation transactions in 2013-14

Circulation transactions in the academic year.

a) Books and other materials report the circulation of all books, periodicals and A/V media for which a loan record is created. Do not include reserve materials.

b) Reserves Report all reserve loans, including books and photocopied materials.

Books

Reserves

In House Use

Audio Visual (A/V)

Periodicals

Total

47. Interlibrary Loan (ILL) transactions

Transaction in which library materials or copies of library materials are made available by your library to another upon request.

Examples of ILL requests include OCLC, ALA form or patron initiation.

Count a single photocopy filled request as one transaction, regardless of the number of pages.

How many ILL requests did you make from outside your district in 2013-14?

How many ILL requests did you make from inside your district in 2013-14?

How many ILL requests were filled in 2013-14?

How many ILL requests did you receive from others in 2013-14?

How many were filled from others that you received in 2013-14?

Do you participate in ILL with any institution?

- Yes
- No

If Yes, please identify the colleges:

College 1

College 2

College 3

College 4

College 5

College 6

College 7

College 8

College 9

College 10

Do you have a patron driven acquisition (PDA)?

Yes

No

If Yes, from an intermediate service such as Proquest or a vendor?

Intermediate Service

Vendor

Other

#### 48. Orientation tours, workshops, and lectures for students

What is the number of orientation tours, lectures, or workshops for students in 2013-14?

Include all library orientations, tours, lectures or workshops for students given in the library, other

classrooms and other areas on campus.

What is the number of persons participating in tours/lectures/workshops in 2013-14?

#### 49. Library Instruction Credit Courses

How many Library Instruction Credit Courses were offered in 2013-14?

Include all library related courses taught by library faculty, whether they are in the library or another location on campus.

How many Library Instruction Credit Course sections were available in 2013-14?

How many students completed the Library Instruction Credit Courses in 2013-14?

50. Library Hours of operation in 2013-14

How many hours is the library open during a typical week in the 2013-14 Fall or Spring terms?

Choose a typical week of operation during the academic semester/quarter and list the number of hours for the week.

How many hours is the library open during a typical week in the Summer or Winter intersessions?

Choose a typical week of operation during the summer or winter session and list the number of hours for the week. If you did not conduct a Summer or Winter intersession write "No intersessions conducted"

How many hours of on site Reference Services are available during a typical week in the Summer or Winter intersessions?

Choose a typical week of operation during the summer or winter session and list the number of hours for the week. If you did not conduct a Summer or Winter intersession write "No intersessions conducted"

How many hours were the Library open on Saturdays in 2013-14?

How many hours were the Library open on Sundays in 2013-14?

What were the total number of Saturday hours that reference service was provided in 2013-14?

What were the total number of Sunday hours that reference service was provided in 2013-14?

Do you provide a 24x7 online reference service?

Yes

No

If Yes, how many hours per week do you contribute to the online reference service?

Do you provide chat reference during hours the library is open?

Yes

No

Is your library open when a classes are not in session?

Yes

No

Does your library have a librarian on duty every hour the library is open?

Yes

No

51. What is the gate count for the number of people who used the facility in 2013-14?

Report the number of person entering the Library and should include persons attending activities and meetings, and those requiring no staff services.

52. How many registered community borrowers were there in 2013-14?

Community borrowers are those persons not directly associated with your college or district.

53. Age of Collection - What percentage of your collection was published prior to 2000?

#### 54. Textbook Collections

Does the Library purchase textbooks?

 Yes  
 No

If yes, what are the sources of the textbooks? (Check all that apply)

- General Library Book Budget
- Student Government
- College Foundation
- Grant Outside of College
- Textbook Donations from Faculty
- Textbook Donations from Publisher
- Textbook Donations from Bookstore
- Other

### Thank You!

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Thank you for completing the CCC 2013-14 Library Annual Data Survey. You should be receiving an email containing a PDF copy of the survey. Please check it for errors. If you used the "Save and Continue" button located at the top of the pages you can return to the survey and edit your information. If you did not you may request an editable link by sending LeBaron Woodyard an email at [lwoodyar@cccco.edu](mailto:lwoodyar@cccco.edu). Please place "Requesting an Editable Link to the CCC 2013-14 Annual Library Data Survey" in the subject line of the email.