

Annual Library Data Survey for 2015-16

The California Community Colleges Chancellor's Office Annual Library Data Survey is the instrument used to fulfill the mandate pursuant to California Code of Regulations, Title 5, Division 6, Chapter 6, Subchapter 9, Section 55800.

Page description:

CCR, 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.

Annual Library Data Survey Sections:

- General Information
- Library Facility
- Library Personnel
- Library Expenditures
- Library Collection
- Library Services
- Auxiliary Information

Survey Gizmo Features:

- After entering information in a field, hit the "**TAB**" button to move to the next field. (Do NOT hit the "Enter" button, it will generate an error)
- 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 the "**Save and Continue**" button.

Please select today's date. *



GENERAL INFORMATION

Page description:

The Chancellor's Office is in the process of collecting Library and Learning Resources Program information for the 2015-16 fiscal year (FY).

Please provide the following identifying information for the college.

1. Select the California Community College District. *

- Allan Hancock Joint
- Antelope Valley
- Barstow
- Butte-Glenn
- Cabrillo
- Cerritos
- Chabot-Las Positas
- Chaffey
- Citrus
- Coast
- Contra Costa
- Copper Mountain
- Desert
- El Camino
- Feather River
- Foothill-De Anza
- Gavilan
- Glendale
- Grossmont-Cuyamaca
- Hartnell
- Imperial
- Kern
- Lake Tahoe
- Lassen
- Long Beach
- Los Angeles
- Los Rios

LOS RIOS

Marin

Mendocino-Lake

Merced

Mira Costa

Monterey Peninsula

Mt. San Antonio

Mt. San Jacinto

Napa Valley

North Orange County

Ohlone

Palo Verde

Palomar

Pasadena Area

Peralta

Rancho Santiago

Redwoods

Rio Hondo

Riverside

San Bernardino

San Diego

San Francisco

San Joaquin Delta

San Jose-Evergreen

San Luis Obispo County

San Mateo County

Santa Barbara

Santa Clarita

Santa Monica

Sequoias

Shasta-Tehama-Trinity Joint

Sierra Joint

Siskiyou Joint

Solano

Sonoma County

South Orange County

Southwestern

State Center

Ventura County

Victor Valley

West Hills

West Kern

West Valley-Mission

Yosemite

Yuba



General Information (p2 continued)

2. Select the California Community College. *

- Alameda, College of
- Allan Hancock
- American River
- Antelope Valley
- Bakersfield
- Barstow
- Berkeley City
- Butte
- Cabrillo
- Canada
- Canyons, College of the
- Cerritos
- Cerro Coso Community
- Chabot
- Chaffey
- Citrus
- Clovis Community
- Coastline Community
- Columbia
- Compton Center
- Contra Costa

- Copper Mountain
- Cosumnes River
- Crafton Hills
- Cuesta
- Cuyamaca
- Cypress
- De Anza
- Desert, College of the
- Diablo Valley
- East Los Angeles
- El Camino
- Evergreen Valley
- Feather River
- Folsom Lake
- Foothill
- Fresno City
- Fullerton
- Gavilan
- Glendale Community
- Golden West
- Grossmont
- Hartnell
- Imperial Valley
- Irvine Valley
- Lake Tahoe Community
- Laney

- Las Positas
- Lassen
- Long Beach City
- Los Angeles City
- Los Angeles Harbor
- Los Angeles Mission
- Los Angeles Pierce
- Los Angeles Southwest
- Los Angeles Trade-Technical
- Los Angeles Valley
- Los Medanos
- Marin, College of
- Mendocino
- Merced
- Merritt
- Mira Costa
- Mission
- Modesto Junior
- Monterey Peninsula
- Moorpark
- Moreno Valley
- Mt. San Antonio
- Mt. San Jacinto
- Mt. San Jacinto-Meniffee
- Napa Valley
- Norco

- Ohlone
- Orange Coast
- Oxnard
- Palomar
- Palo Verde
- Pasadena City
- Porterville
- Redwoods, College of the
- Reedley
- Rio Hondo
- Riverside City
- Sacramento City
- Saddleback
- San Bernardino Valley
- San Diego City
- San Diego Mesa
- San Diego Miramar
- San Francisco City
- San Joaquin Delta
- San Jose City
- San Mateo, College of
- Santa Ana
- Santa Barbara City
- Santa Monica
- Santa Rosa Junior
- Santiago Canyon

- Sequoias, College of the
- Shasta
- Sierra
- Siskiyou, College of the
- Skyline
- Solano Community
- Southwestern
- Taft
- Ventura
- Victor Valley
- West Hills Coalinga
- West Hills Lemoore
- West Los Angeles
- West Valley
- Woodland Community
- Yuba

GENERAL INFORMATION (p3 Continued)

3. Enter the contact information for the Library Program Director or Administrator:

First Name *

Last Name *

Title *

E-Mail *

Telephone Number (xxx-xxx-xxxx) *

Telephone Ext

4. Enter the contact information for the person completing this survey.

First Name *

Last Name *

Title *

E-Mail *

Telephone Number (xxx-xxx-xxxx) *

Telephone Ext

LIBRARY FACILITY

Page description:

Provide information about the main library facility (not branch or center facilities).

5. What is the net assignable area (square feet) of the Library?

Only include space dedicated for library operations regardless of budget source.

6. Number of Library controlled areas.

Only include areas that are:

- 1) controlled by the Library or
- 2) where the Library is responsible for scheduling the use of the area or activity.

Classrooms

Computer Workstations (include tablets & laptops)

Study Rooms

Total : 0

7. Number of seats?

Only include seats in areas:

- 1) controlled by the Library or
- 2) where the Library is responsible for scheduling the use of the area or activity.

Library (include ALL seats in labs and study rooms)

Laboratories

Classrooms

Study Rooms

Total : 0

LIBRARY PERSONNEL

Page description:

This section of the annual library data survey addresses the overall administration and staffing of the library in FY 2015-16.

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

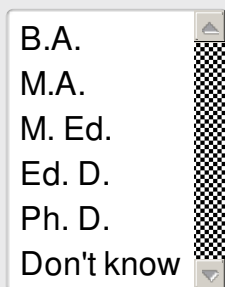
- Vice President of Instruction / Chief Instructional Officer
- Academic Administrator (e.g. Dean or Director)
- Faculty Chair / Coordinator / Director
- Other (Specify)

9. Does the person 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

10. Indicate the type of degree held by the day-to-day administrator.



A dropdown menu with a checkered background and a vertical scrollbar. The menu is open, showing the following options from top to bottom: B.A., M.A., M. Ed., Ed. D., Ph. D., and Don't know. The 'Don't know' option is currently selected.

11. Identify the compensation granted to Library Faculty, Coordinators or Department Chairs for administrative responsibilities?

(Check all that apply)

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

12. Number of personnel?

Format: x,xxx

Librarians (full-time)

Classified Staff

Paraprofessionals

Students

Total : 0

13. Total FTE in FY 2015-16?

(1 FTEF = full-time equivalent faculty [full-time load for a librarian])

To compute FTE for employees, take the number of hours worked by employee and divide it by the number of hours considered by the reporting Library to be full-time work in the category (usually determined by a bargaining unit contract).

For example: an employee who worked 10 hours/week

- A part-time librarian has a 35 hour contract week that would compute to:
 $10/35 = .29$ FTE
- A full-time librarian has a 40 hour contract week that would compute to:
 $10/40 = .25$ FTE

Faculty

Classified Staff

14. Total number of student assistants per week (FTE)?

Divide total # of hours students worked by 40 hours a week

LIBRARY EXPENDITURES

Page description:

This section includes standard operating expenditures that appear in most Library Program budgets. Report the FY 2015-16 expenditures for each item according to the funding sources listed. For all questions in this section specify the dollars spent.

15. Amount of Book Expenditures (In Dollars)

Books are defined as nonperiodical printed publications bound in hard or soft covers or in looseleaf format, or as e-books.

<input type="text"/>	General Fund (state apportionment)
<input type="text"/>	Non-General Fund
<input type="text"/>	District Grant
<input type="text"/>	Instructional Equipment
<input type="text"/>	Basic Skills
<input type="text"/>	Perkins
<input type="text"/>	Lottery
<input type="text"/>	Other

Total : 0

Specify Source of Other

16. Amount of 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

Total : 0

Specify Source of Other

17. Amount of 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 (Telecommunications & Technology Infrastructure Program)

Other

Total : 0

Specify Source of Other

18. Amount of 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 (Telecommunications & Technology Infrastructure Program)

Other

Total : 0

Specify Source of Other

19. Amount of Audiovisual Media Expenditures for subscriptions (In Dollars)

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

Subscriptions:

General Fund (state apportionment)

Non-General Fund

District Grant

Instructional Equipment

Basic Skills

Perkins

Lottery

TTIP (Telecommunications & Technology Infrastructure Program)

Other

Total : 0

Specify Source of Other

20. Amount of Audiovisual Media Expenditures for purchases (In Dollars)

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

Purchases:

General Fund (state apportionment)

Non-General Fund

District Grant

Instructional Equipment

Basic Skills

Perkins

Lottery

TTIP (Telecommunications & Technology Infrastructure Program)

Other

Total : 0

Specify Source of Other

21. Amount of Streaming Media Services Expenditures (In Dollars)

Subscriptions:

General Fund (state apportionment)

Non-General Fund

District Grant

Instructional Equipment

Basic Skills

Perkins

Lottery

TTIP (Telecommunications & Technology Infrastructure Program)

Other

Total : 0

Specify Source of Other

22. Amount of 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 (Telecommunications & Technology Infrastructure Program)

Other

Total : 0

Specify Source of Other

23. Amount of Other Expenditures (In Dollars)

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

<input type="text"/>	General Fund (state apportionment)
<input type="text"/>	Non-General Fund
<input type="text"/>	District Grant
<input type="text"/>	Instructional Equipment
<input type="text"/>	Basic Skills
<input type="text"/>	Perkins
<input type="text"/>	Lottery
<input type="text"/>	Other

Total : 0

Specify Source of Other

LIBRARY COLLECTION

Page description:

This section of the annual library data survey addresses the collection in the library for FY 2015-16.

24. Age of Collection - What percentage of the collection was published prior to:

2000

2005

2010

2015

25. Number of TITLES of print books purchased/cataloged?

Format: x,xxx

26. Number of the following in the collection as of June 30, 2016?

Format: x,xxx

Audiovisual Materials (titles)

EBooks

Print Periodical Subscriptions

Print Periodical Subscriptions (accessible in electronic database)

Print Titles

Total : 0

27. Number of the following **added** to the collection?

Format: x,xxx

Audiovisual Materials

EBooks

Total : 0

28. Textbook Sources

Does the Library purchase textbooks?

 Yes
 No

Identify the sources of the textbooks.

(Check all that apply)

- General Library Book Budget
- Student Government
- College Foundation
- Grant Outside of College
- Donation(s) from Faculty
- Donation(s) from Publisher
- Donation(s) from Bookstore
- Other

29. Open Education Resources (OER) instructional materials

Does the collection include a print copy of OER instructional materials?

Yes

No

If yes, enter the associated discipline, number of sections and number of OER materials in that discipline.

	Discipline	Number of course sections	Number of OER materials
Row 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Row 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Row 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Row 4	<input type="text"/>	<input type="text"/>	<input type="text"/>
Row 5	<input type="text"/>	<input type="text"/>	<input type="text"/>

30. Patron Driven Acquisition

Does the college have a patron driven acquisition (PDA) from an intermediate service? (e.g. ProQuest)

 Yes
 No

If Yes, indicate the intermediate service or vendor.

LIBRARY SERVICES

Page description:

This section addresses the various services offered by the library in FY 2015-16.

31. Enter the gate count for the Library in 2015-16.

Report the number of people entering the Library (include people attending activities and meetings as well as those requiring no staff services).

32. Select term for which information is reported

- Fall
- Spring

33. Number of hours open during the term indicated above?

	Hours of operation eg: 7:00 am -12:00 am	Total # of Hours
Monday	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>

34. Indicate hours open on the weekend during the term indicated above?

	Hours of operation eg: 7:00 am -12:00 am	Total # of Hours
Saturday	<input type="text"/>	<input type="text"/>
Sunday	<input type="text"/>	<input type="text"/>

35. Select the intercession for which information is reported.

- Summer
- Winter
- No Intercession conducted

36. Number of hours open during intercession?

	Hours of operation eg: 7:00 am -12:00 am	Total # of Hours
Monday	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>

37. Indicate hours open on the weekend during the intercession indicated above?

	Hours of operation eg: 7:00 am -12:00 am	Total # of Hours
Saturday	<input type="text"/>	<input type="text"/>
Sunday	<input type="text"/>	<input type="text"/>

38. Is the Library open when classes are not in session?

- Yes
- No

39. Is a librarian on duty every hour the Library is open?

- Yes
- No

40. Is Chat Reference provided when the Library is open?

- Yes
- No

41. Number of hours on-site Reference Services 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 Summer or

Winter intersession were not conducted, write "No intersessions conducted"

Hours during Summer or Winter

No Intercession conducted

42. Total number of weekend hours Reference Service provided?

Total # of Hours

Saturday

Sunday

43. Is Online Reference Service provided 24 hrs?

- Yes
- No

44. If Yes, Online Reference Service provided 24 hrs, enter the hours/week dedicated to Online Reference Service?

45. Reference Transactions

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, or library staff
- locating materials for which the user has the call number;
- supplying materials such as paper and pencils
- assisting users with the operation of printers and photocopiers

Number of Reference Transactions

Indicate if the number of reference transactions reported is actual or estimated.

- Actual
- Estimate

46. Number of Circulation Transactions?

a) Books and other materials report the circulation of all books, periodicals and audiovisual 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

Audiovisual (A/V)

Periodicals

Total : 0

47. Number of Interlibrary Loan (ILL) transactions?

Transaction in which library materials or copies of library materials are made available by the 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.

made from outside the district

made from inside the district

filled

received from others

filled from other that were received

Total : 0

48. Orientations, Tours, Workshops and Lectures for students.

Include all library orientations, tours, workshops and lectures for students given in the Library, other classrooms and other areas on campus.

Number of the following:

Orientations

Tours

Workshops

Lectures

Student Participants (Total)

49. Library Instruction Credit Courses

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

Indicate the number of the following:

Courses offered

Course Sections available

Students completed

AUXILIARY INFORMATION

Page description:

Please provide information to demonstrate the effect of Library and Learning Resources Programs on students.

50. Please share any questions that should be considered as additions to this survey that identify/validate the impact of Library and Learning Resources Programs on students.

Add the question(s) under the associated survey section.

Library Facility

Q1

Q2

Library Personnel

Q1

Q2

Library Expenditures

Q1

Q2

Library Collection

Q1

Q2

Library Services

Q1

Q2

THANK YOU!

Page description:

Congratulations! The 2015-16 Annual Library Data Survey is **complete**. A PDF copy of the survey will be emailed to the college to check for errors.

If the college used the "Save and Continue" button (located at the top of the pages) the college can return to the survey and edit the information.

If the college did not use the "Save and Continue" button, the college may request an editable link by emailing "eppdunit@cccco.edu" with the email subject "College Name: Editable Link to 2015-16 Annual Library Data Survey".

You will automatically be redirected **in 25 seconds** to the Chancellor's Office Library & Learning Resources webpage to access the 2015-16 Annual Library Data Survey Certification form.