

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

1102 Q STREET, SUITE 4554
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>



DATE: December 12, 2017

**AA 17-66
VIA E-MAIL**

TO: Library and Learning Resources Program
Annual Library Data Survey Contacts

FROM: LeBaron Woodyard, Ph.D.
Dean, Academic Affairs

A handwritten signature in blue ink, appearing to be 'LW', is written over the name and title of the sender.

SUBJECT: 2016-17 Annual Library Data Survey

Each California community college is required to report on the condition of the college libraries pursuant to California Code of Regulations title 5 §55800. The two part process includes electronic submission of the survey in SurveyGizmo and completion of the certification form. The 2016-17 Annual Library Data Survey was emailed via SurveyGizmo to the college survey contact today and is due: **Friday, March 31, 2018.**

The updated 2016-17 Annual Library Data Survey includes an Auxiliary Information section which allows colleges the opportunity to include questions for consideration in the next survey that identify/validate the impact of Library and Learning Resources Program on students. The Annual Library Data section of the Chancellor's Office [Library and Learning Resources Program](#) webpage includes;

- 1) PDF version of the survey - can be used to gather information *before* completing the electronic version in SurveyGizmo. The PDF version of the survey will not be accepted.
- 2) Certification form - must be completed and mailed to the Chancellor's Office.
- 3) Survey Contact – confirmed list of the persons responsible for completing the survey for the college.
- 4) Troubleshooting SurveyGizmo Link – tips to retrieve the college unique link to the survey.
- 5) Survey Completion Log – will be updated weekly. Reflects the status of completion for each college.

ACTION REQUESTED: by Friday, March 31, 2018

- ✓ Read the *SurveyGizmo Features*
- ✓ Complete the Annual Library Data Survey in SurveyGizmo
- ✓ Complete the Annual Library Data Survey Certification form
 - Original signatures required (in blue ink) by the college Chief Librarian and the Chief Instructional Officer] and mail to:

California Community College Chancellor's Office
Academic Affairs Division
Library & Learning Resources Program
1102 Q Street, Suite 4600
Sacramento, CA 95811-6549

For questions about the survey e-mail eppdunit@cccco.edu. Ensure the email subject line is formatted as: College Name, Question about 2016-17 Annual Library Data Survey.