DATE: December 12, 2017

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

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

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.