

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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DATE: May 10, 2017

AA 17-27
VIA E-MAIL

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

FROM: LeBaron Woodyard
Dean, Academic Affairs

SUBJECT: 2015-16 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 §55800. The 2015-16 Annual Library Data Survey has been updated and reformatted to sections that includes Auxiliary Information 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. A PDF version of the 50-question survey is available on the Chancellor's Office [Library and Learning Resources Program web page](#) to be used as a template to gather information before completing the electronic version in Survey Gizmo. Please do not submit the PDF version of the survey, it will not be accepted. The 2015-16 Annual Library Data Survey is due **Thursday, August 31, 2017**.

The Annual Library Data Survey process also includes the completion of the 2015-16 Annual Library Data Survey Certification form. Once the survey is submitted electronically in Survey Gizmo, the college will be automatically redirected to the Chancellor's Library and Learning Resources Program web page to access the certification form. The certification form must be completed, signed with original signatures (in blue ink) by the college Chief Librarian and the Chief Instructional Officer and mailed to:

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

One of the Survey Gizmo features includes the "Save and Continue" button located at the top of the page. When this button is used Gizmo remembers where the college last clicked the "Next: button. The college has the option to begin the survey from a work computer, leave the survey, and then re-access the link to finish on a home computer or can simply access the survey at a later date to finish. Before starting the electronic version of the survey be sure to read the *Survey Gizmo Features*.

For questions about the survey e-mail eppdunit@ccco.edu. Ensure the email subject line is formatted as: College Name, Question about 2015-16 Annual Library Data Survey.