

Annual Library Data Survey for 2016-17

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.

Please select today's date. *



GENERAL INFORMATION

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 Angeles
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 College
Barstow College
Berkeley City College
Butte College
Cabrillo College
Canada College
Canyons, College of the
Cerritos College
Cerro Coso Community College
Chabot College
Chaffey College
Citrus College
Clovis Community College
Coastline Community College
Columbia College
Compton College
Contra Costa College
Copper Mountain College
Cosumnes River College
Crafton Hills College
Cuesta College
Cuyamaca College
Cypress College
De Anza College
Desert, College of the
Diablo Valley College
East Los Angeles College
El Camino College
Evergreen Valley College

Feather River College
Folsom Lake College
Foothill College
Fresno City College
Fullerton College
Gavilan College
Glendale Community College
Golden West College
Grossmont College
Hartnell College
Imperial Valley College
Irvine Valley College
Lake Tahoe Community College
Laney College
Las Positas College
Lassen College
Long Beach City College
Los Angeles City College
Los Angeles Harbor College
Los Angeles Mission College
Los Angeles Pierce College
Los Angeles Southwest College
Los Angeles Trade-Technical College
Los Angeles Valley College
Los Medanos College
Marin, College of
Mendocino College
Merced College
Merritt College
Mira Costa College
Mission College
Modesto Junior College
Monterey Peninsula College
Moorpark College
Moreno Valley College
Mt. San Antonio College
Mt. San Jacinto-Meniffee
Mt. San Jacinto College
Napa Valley College
Norco College
Ohlone College
Orange Coast College
Oxnard College

Palomar College
Palo Verde College
Pasadena City College
Porterville College
Redwoods, College of the
Reedley College
Rio Hondo College
Riverside City College
Sacramento City College
Saddleback College
San Bernardino Valley College
San Diego City College
San Diego Mesa College
San Diego Miramar College
San Francisco City College
San Joaquin Delta College
San Jose City College
San Mateo, College of
Santa Ana College
Santa Barbara City College
Santa Monica College
Santa Rosa Junior College
Santiago Canyon College
Sequoias, College of the
Shasta College
Sierra College
Siskiyou, College of the
Skyline College
Solano Community College
Southwestern College
Taft College
Ventura College
Victor Valley College
West Hills Coalinga College
West Hills Lemoore College
West Los Angeles College
West Valley College
Woodland Community College
Yuba College

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. As the Library Program Director/Administrator, are you the person that completes this survey?

Yes

No

5. 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

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

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

7. 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

8. 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

9. 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)

10. 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

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

B.A.	▲
M.A.	
M.Ed.	
M.L.I.S.	
M.L.S.	
Ed.D.	
Ph.D.	
Don't know	▼

12. 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

13. Number of personnel?

<input type="text"/>	Librarians (full-time)
<input type="text"/>	Librarians (part time)
<input type="text"/>	Classified Staff
<input type="text"/>	Classified Staff (part time)
<input type="text"/>	Students

Total : 0

14. Total FTE in FY 2016-17?

(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

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

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

LIBRARY EXPENDITURES

16. 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.

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 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.

<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

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

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

Subscriptions:

General Fund (state apportionment)

Non-General Fund

District Grant

Instructional Equipment

Basic Skills

Perkins

Lottery

Other

Total : 0

Specify Source of Other

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

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

Purchases:

<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

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

2000

2010

21. Number of TITLES of print books purchased in 2016-17?

22. Number of the following in the collection as of June 30, 2017?

Audiovisual Materials (titles)

EBooks (owned)

Print Periodical Subscriptions

Print Titles

Total : 0

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

Audiovisual Materials

EBooks

Total : 0

24. Textbook Sources

Does the Library have textbook reserves?

 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 (specify e.g. Student Equity, Guided Pathways, etc.)

What is the amount of textbook expenditures?

25. Open Education Resources (OER) instructional materials

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

- Yes
- No

26. Patron Driven Acquisition

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

If Yes, indicate the intermediate service or vendor.

LIBRARY SERVICES

27. Enter the gate count for the Library in 2016-17.

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

Format: x,xxx

28. Select term for which information is reported

- Fall
- Spring

29. 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"/>

30. 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"/>

31. Do you have a Winter inter-session?

- Yes
- No

32. If yes, indicate the number of hours open during your Winter inter-session.

	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"/>

33. If yes, indicate the number of hours open on the weekend during the Winter inter-session.

	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"/>

34. Number of hours open during your Summer session?

	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"/>

35. Number of hours open on the weekend during the Summer session.

	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"/>

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

- Yes
- No

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

- Yes
- No

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

- Yes
- No

39. Number of hours on-site Reference Services available during a typical week in the Summer and/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 Winter inter-session

No Winter inter-session conducted (Enter No)

Hours during Summer session

40. Total number of weekend hours Reference Service provided?

Total # of Hours

Saturday

Sunday

41. Is Online Reference Service provided 24 hrs?

Yes

No

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

43. 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

Format: x,xxx

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

- Actual
- Estimate

44. 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

45. 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.

Inter library loan services

Total inter-library loans and documents provided to other libraries

Total inter-library loans and documents received from other libraries

Total : 0

46. 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	<input type="text"/>
Tours	<input type="text"/>
Workshops	<input type="text"/>
Lectures	<input type="text"/>
Student Participants (Total)	<input type="text"/>

47. 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	<input type="text"/>
Course Sections available	<input type="text"/>
Students completed	<input type="text"/>

AUXILIARY INFORMATION

48. 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

49. Indicate the top-2 choices of the best time for the Chancellor's Office to send this survey to the CCCs for completion.

	Survey Release Month	Survey Due Month
Choice#1	<ul style="list-style-type: none">JanuaryFebruaryMarchAprilMayJuneJulyAugustSeptemberOctoberNovemberDecember	<ul style="list-style-type: none">JanuaryFebruaryMarchAprilMayJuneJulyAugustSeptemberOctoberNovemberDecember
Choice#2	<ul style="list-style-type: none">JanuaryFebruaryMarchAprilMayJuneJulyAugustSeptemberOctoberNovemberDecember	<ul style="list-style-type: none">JanuaryFebruaryMarchAprilMayJuneJulyAugustSeptemberOctoberNovemberDecember