Annual Library Data Survey for 2017-18

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.

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 or
  move to a different page of the survey)
- 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

The Chancellor's Office is in the process of collecting Library and Learning Resources Program information for the 2017-18 fiscal year (FY).

Please provide the following identifying information for the college.

1) Select the California Community College District.*

2) Select the California Community 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

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

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
- Computer Laboratories

8) Total number of seats in Library (and all areas controlled by the Library).

LIBRARY PERSONNEL

This section of the annual library data survey addresses the overall administration and staffing of the library in FY 2017-18.

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.

☐ 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 (Give percent of FTE/Term): 
☐ Stipend (Give dollar amount/term): 
☐ Other 1: 
☐ Other 2: 

13) Number of personnel?

☐ Librarians (full-time)
☐ Librarians (part time)
☐ Classified Staff (Library Technicians)
☐ Classified Staff (Other Classified)
☐ Classified Staff (part time Library Technicians)
☐ Classified Staff (part-time Other Classified)
☐ Students
14) Total FTE in FY 2017-18?

(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

This section includes standard operating expenditures that appear in most Library Program budgets. Report the FY 2016-17 expenditures for each item according to the funding sources listed. For all questions in this section specify the dollars spent.

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 (owned).

___________________ General Fund (state apportionment)
___________________ Non-General Fund
___________________ District Grant
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.

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
☐ TTIP (Telecommunications & Technology Infrastructure Program)
☐ Other

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:

☐ General Fund (state apportionment)
☐ Non-General Fund
☐ District Grant
☐ Instructional Equipment
Basic Skills
Perkins
Lottery
TTIP (Telecommunications & Technology Infrastructure Program)
Other

Specify Source of Other:

LIBRARY COLLECTION

This section of the annual library data survey addresses the collection in the library for FY 2017-18.

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

2000: 
2010: 

21) Number of TITLES of print books purchased in 2017-18?

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

Audiovisual Materials (titles)
23) Number of the following added to the collection?

- [ ] Audiovisual Materials (Owned)
- [ ] EBooks (Owned)
- [ ] Technology (desktops, laptops, iPads, tablets)

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)  ☐ Yes  ☐ No

If Yes, indicate the intermediate service or vendor:  

LIBRARY SERVICES

This section addresses the various services offered by the library in FY 2017-18.

27) Enter the gate count for the Library in 2017-18.

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?
<table>
<thead>
<tr>
<th></th>
<th>Hours of operation eg: 7:00 am -12:00 am</th>
<th>Total # of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
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<tr>
<td>Friday</td>
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</table>

30) Indicate hours open on the weekend during the term indicated above?

<table>
<thead>
<tr>
<th></th>
<th>Hours of operation eg: 7:00 am -12:00 am</th>
<th>Total # of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday</td>
<td></td>
<td></td>
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<tr>
<td>Sunday</td>
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</tr>
</tbody>
</table>

31) Do you have a Winter inter-session?  
   ☐ Yes  ☐ No

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

<table>
<thead>
<tr>
<th></th>
<th>Hours of operation eg: 7:00 am -12:00 am</th>
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<tbody>
<tr>
<td>Monday</td>
<td></td>
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</table>
33) If yes, indicate the number of hours open on the weekend during the Winter inter-
session.

<table>
<thead>
<tr>
<th></th>
<th>Hours of operation eg: 7:00 am -12:00 am</th>
<th>Total # of Hours</th>
</tr>
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<tbody>
<tr>
<td>Saturday</td>
<td></td>
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<tr>
<td>Sunday</td>
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</table>

34) Number of hours open during your Summer session?

<table>
<thead>
<tr>
<th></th>
<th>Hours of operation eg: 7:00 am -12:00 am</th>
<th>Total # of Hours</th>
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<tbody>
<tr>
<td>Monday</td>
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</table>
35) Number of hours open on the weekend during the Summer session.

<table>
<thead>
<tr>
<th></th>
<th>Hours of operation eg: 7:00 am -12:00 am</th>
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</table>

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?
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 | Technology (desktop computers, laptops, iPads, tablets) | Other |

45) For circulation transactions counted in "Other" please specify:

46) 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 |
47) **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): [ ]

48) **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

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

49) 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: ___________________________

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

<table>
<thead>
<tr>
<th>Choice#1</th>
<th>Survey Release Month</th>
<th>Survey Due Month</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

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THANK YOU!

Congratulations! The 2017-18 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 "elarson@cccco.edu" with the email subject "College Name: Editable Link to 2017-18 Annual Library Data Survey".