

## 1. California Community College Library and Learning Resources Annual Data Survey...

The following is the California Community Colleges Annual Data Survey. This survey is mandated by Title 5, Section 55800.

### **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.*

## 2. Introduction

The Chancellor's Office is in the process of collecting Library and Learning Resources information for the following years: **2007/08; 2008/09 and 2009/10**. Please provide the following identifying information for your college.

### 1. District Name:

### 2. College Name:

### 3. Library program director or administrator:

Name

Title

E-mail

### 4. Person filling out survey:

Name

Title

E-mail

### 3. General Library Program Information

Data and other information should just be listed for the main library facility, not branch or center facilities.

**5. What is the net assignable area (square feet)?**

**Note: Only include space dedicated for library operations, regardless of budget source**

**6. How many study rooms?**

**Note: Only include rooms that are controlled by the Library or where the Library is responsible for scheduling the use of the room or activity.**

**7. How many seats in the study rooms controlled by the Library?**

**Note: Count seats in rooms controlled by the Library or where the Library is responsible for scheduling the use of the room or activity.**

**8. How many seats in your building (include ALL seats including labs and study rooms)?**

**9. How many seats in Library-controlled classrooms?**

**10. Number of computer workstations in the library?**

**11. Number of Internet-accessible stations/ports for student laptops?**

## 4. Operating Expenditures

This section includes standard operating expenditures that appear in most Library Program budgets. Report the expenditures for each item according to the funding sources listed.

For all questions in this section specify the dollars you have spent. **Use numbers only, no \$ signs or commas.**

**BOOKS:** Books are defined as nonperiodical printed publications bound in hard or soft covers, or in loose-leaf format. **Do not include e-books.**

### 12. 2007/08 Book Expenditures

(In Dollars)

General fund	<input type="text"/>
District grant	<input type="text"/>
Instructional Equipment	<input type="text"/>
PFE/ARCC grant	<input type="text"/>
TTIP	<input type="text"/>
Lottery	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

### 13. 2008/09 Book Expenditures

(In Dollars)

General fund	<input type="text"/>
District grant	<input type="text"/>
Instructional Equipment	<input type="text"/>
PFE/ARCC grant	<input type="text"/>
TTIP	<input type="text"/>
Lottery	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

### 14. 2009/10 Book Expenditures

(In Dollars)

General fund	<input type="text"/>
District grant	<input type="text"/>
Instructional Equipment	<input type="text"/>
PFE/ARCC grant	<input type="text"/>
TTIP	<input type="text"/>
Lottery	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

**E-BOOKS:** E-Books are defined as the number of electronic full text monographs that the library offers to its users and for which the library pays some fee for access either through an individual institutional licensing contract with the provider or through other arrangements (e.g. library funded consortia or through state or national purchasing plans). This includes electronic books purchased through vendors, such as netLibrary and Books 24x7, and electronic books that come as part of aggregate services. Exclude locally digitalized electronic books, electronic theses and dissertations, locally created digital archival collections, and other special collections. **Do not include machine-readable books distributed by CDROM, or accompanied by print books.**

### 15. 2007/08 E-Book Expenditures

(In Dollars)

General fund	<input type="text"/>
District grant	<input type="text"/>
Instructional Equipment	<input type="text"/>
PFE/ARCC grant	<input type="text"/>
TTIP	<input type="text"/>
Lottery	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

### 16. 2008/09 E-Book Expenditures

(In Dollars)

General fund	<input type="text"/>
District grant	<input type="text"/>
Instructional Equipment	<input type="text"/>
PFE/ARCC grant	<input type="text"/>
TTIP	<input type="text"/>
Lottery	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

### 17. 2009/10 E-Book Expenditures

(In Dollars)

General fund	<input type="text"/>
District grant	<input type="text"/>
Instructional Equipment	<input type="text"/>
PFE/ARCC grant	<input type="text"/>
TTIP	<input type="text"/>
Lottery	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

**Print Periodicals:** 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.

### 18. 2007/08 Print Periodicals Expenditures

(In Dollars)

General fund	<input type="text"/>
District grant	<input type="text"/>
Instructional Equipment	<input type="text"/>
PFE/ARCC grant	<input type="text"/>
TTIP	<input type="text"/>
Lottery	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

### 19. 2008/09 Print Periodicals Expenditures

(In Dollars)

General fund	<input type="text"/>
District grant	<input type="text"/>
Instructional Equipment	<input type="text"/>
PFE/ARCC grant	<input type="text"/>
TTIP	<input type="text"/>
Lottery	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

### 20. 2009/10 Print Periodicals Expenditures

(In Dollars)

General fund	<input type="text"/>
District grant	<input type="text"/>
Instructional Equipment	<input type="text"/>
PFE/ARCC grant	<input type="text"/>
TTIP	<input type="text"/>
Lottery	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

**Microforms:** Microforms are defined as photographic reproductions of textual, tabular, or graphic materials reduced in size so that they can be used only with magnification. The main types of microforms are microfilm/microfiche/ultrafiche/aperature cards or reproductions on opaque materials.

### 21. 2007/08 Microforms Expenditures

#### (In Dollars)

General fund	<input type="text"/>
District grant	<input type="text"/>
Instructional Equipment	<input type="text"/>
PFE/ARCC grant	<input type="text"/>
TTIP	<input type="text"/>
Lottery	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

### 22. 2008/09 Microforms Expenditures

#### (In Dollars)

General fund	<input type="text"/>
District grant	<input type="text"/>
Instructional Equipment	<input type="text"/>
PFE/ARCC grant	<input type="text"/>
TTIP	<input type="text"/>
Lottery	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

### 23. 2009/10 Microforms Expenditures

#### (In Dollars)

General fund	<input type="text"/>
District grant	<input type="text"/>
Instructional Equipment	<input type="text"/>
PFE/ARCC grant	<input type="text"/>
TTIP	<input type="text"/>
Lottery	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

**Databases:** This includes licensed citation indexes and abstracts, full text reference sources (e.g.> encyclopedias, almanacs, biographical and statistical sources and other quick fact finding sources), and full text journal and periodical article collection services (e.g. EBSCOHOST, PROQUEST, LEXIS NEXIS). Note: E-Books are counted as books and should not be counted here.

## 24. 2007/08 Databases Expenditures

### (In Dollars)

General fund	<input type="text"/>
District grant	<input type="text"/>
Instructional Equipment	<input type="text"/>
PFE/ARCC grant	<input type="text"/>
TTIP	<input type="text"/>
Lottery	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

## 25. 2008/09 Databases Expenditures

### (In Dollars)

General fund	<input type="text"/>
District grant	<input type="text"/>
Instructional Equipment	<input type="text"/>
PFE/ARCC grant	<input type="text"/>
TTIP	<input type="text"/>
Lottery	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

## 26. 2009/10 Databases Expenditures

### (In Dollars)

General fund	<input type="text"/>
District grant	<input type="text"/>
Instructional Equipment	<input type="text"/>
PFE/ARCC grant	<input type="text"/>
TTIP	<input type="text"/>
Lottery	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

**AV Media:** AV Media is defined as videotapes, DVDs, CDs, films on reels, audio-cassettes, audio-cartridges, audio-disks, talking books, etc.

**27. 2007/08 AV Media Expenditures**

**(In Dollars)**

General fund	<input type="text"/>
District grant	<input type="text"/>
Instructional Equipment	<input type="text"/>
PFE/ARCC grant	<input type="text"/>
TTIP	<input type="text"/>
Lottery	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

**28. 2008/09 AV Media Expenditures**

**(In Dollars)**

General fund	<input type="text"/>
District grant	<input type="text"/>
Instructional Equipment	<input type="text"/>
PFE/ARCC grant	<input type="text"/>
TTIP	<input type="text"/>
Lottery	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

**29. 2009/10 AV Media Expenditures**

**(In Dollars)**

General fund	<input type="text"/>
District grant	<input type="text"/>
Instructional Equipment	<input type="text"/>
PFE/ARCC grant	<input type="text"/>
TTIP	<input type="text"/>
Lottery	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

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Other informational resources that were not included in the above categories.

**30. 2007/08 Other Expenditures**

**(In Dollars)**

General fund	<input type="text"/>
District grant	<input type="text"/>
Instructional Equipment	<input type="text"/>
PFE/ARCC grant	<input type="text"/>
TTIP	<input type="text"/>
Lottery	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

**31. 2008/09 Other Expenditures**

**(In Dollars)**

General fund	<input type="text"/>
District grant	<input type="text"/>
Instructional Equipment	<input type="text"/>
PFE/ARCC grant	<input type="text"/>
TTIP	<input type="text"/>
Lottery	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

**32. 2009/10 Other Expenditures**

**(In Dollars)**

General fund	<input type="text"/>
District grant	<input type="text"/>
Instructional Equipment	<input type="text"/>
PFE/ARCC grant	<input type="text"/>
TTIP	<input type="text"/>
Lottery	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

## 5. Personnel -- Library Administration

### 33. Who has the primary responsibility for the day-to-day operation of the Library?

Dean or other administrator

Department chair (Faculty position)

Other (please specify)

### 34. Does the educational administrator 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

### 35. If the educational administrator responsible for the Library does NOT have a library degree, what degree does s/he have?

B.A.

M.A. (subject other than librarianship)

M.Ed.

EdD

PhD

don't know

### 36. What compensation is given to Library Faculty Coordinators or Department Chairs for administrative responsibilities?

None

Release time

Stipend

Other (please specify)

## 6. Collection Information

**37. How many TITLES of print books did you purchase/catalog in:**

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

**38. How many VOLUMES of print books did you purchase/catalog in:**

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

**39. How many TITLES of GIFTS (print titles) did you catalog in:**

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

**40. How many VOLUMES of GIFTS (print titles) did you catalog in:**

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

**41. What is the total number of print titles in the collection as of June 30 in the following years:**

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

**42. How many E-Books titles did you ADD to your collection in:**

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

**43. How many E-Books were in your collection as of June 30 in the following years:**

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

**44. How many print periodical subscriptions did you subscribe to in:**

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

**45. If available, how many periodical titles do you provide access to through your current electronic databases? Use 2009/10 as a demonstration year.**

**Note: Do NOT include the databases subscribed through the CCL Consortium.**

**46. How many microform titles did you have in your collection in:**

2007/08

2008/09

2009/10

**47. How many A/V or media titles were added to your collection in the following years:**

2007/08

2008/09

2009/10

**48. How many A/V or media "volumes" (or copies) have been added to your collection in the following years:**

2007/08

2008/09

2009/10

**49. What is the total number of A/V materials (titles) in your collection as of June 30 of the following years:**

2007/08

2008/09

2009/10

## 7. Library Staffing

**50. How many librarians are working in the library in:**

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

**51. What is the total FTEF (full time equivalent faculty)? 1 FTEF = full time load for a librarian**

To compute FTE of part-time employees, take the number of hours worked by a part-time 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, 10 hours/week worked by a part-time librarian would be computed as .29 FTE where a full-time librarian's contract week is 35 hours and it would be computed as .25 FTE where a full-time librarian's contract is 40 hours/week.

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

**52. How many paraprofessional and/or classified staff are working in the library?**

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

**53. What is the FTE for paraprofessional and classified staff (use computation formula above)**

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

**54. What is the total number of student assistants per week (FTE)? Divide total hours students work by 40 hours a week?**

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

## 8. Services

### 55. What are your annual 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, library staff, locating materials for which the user has the call number, supplying materials such as paper and pencils, or assisting users with the operation of printers and photocopiers.

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

### 56. Are these Reference transactions actual or an estimate?

Actual

Estimate

Circulation transactions in the academic year.

a) **Books and other materials**---report the circulation of all books, periodicals and A/V media for which a loan record is created. Do not include reserve materials.

b) **Reserves**---Report all reserve loans, including books and photocopied materials.

Do not use commas when entering numbers in the following fields

### 57. 2007/08 Circulation transactions

Books	<input type="text"/>
Reserves	<input type="text"/>
In-house use	<input type="text"/>
A/V	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

### 58. 2008/09 Circulation transactions

Books	<input type="text"/>
Reserves	<input type="text"/>
In-house use	<input type="text"/>
A/V	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

### 59. 2009/10 Circulation transactions

Books	<input type="text"/>
Reserves	<input type="text"/>
In-house use	<input type="text"/>
A/V	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

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Interlibrary loan transactions:

Transaction in which library materials or copies of library materials are made available by your library to another upon request. Examples of ILL requests include OCLC, ALA form or patron initiation.

Count a single photocopy-filled request as one transaction, regardless of the number of pages.

### 60. How many ILL requests did you make?

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

### 61. How many ILL requests were filled?

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

### 62. How many ILL requests did you receive from others?

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

### 63. How many were filled?

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

### 64. What is the number of orientation tours, lectures, or workshops for students?

**Include all library orientations, tours, lectures or workshops for students given in the Library, other classrooms and other areas on campus.**

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

### 65. What is the number of persons participating in tours/lectures/workshops?

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

**66. How many Library Instruction Credit Courses are offered? Include all Library-related courses taught by library faculty, whether they are in the Library or another location on campus.**

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

**67. How many Library Instruction Credit Course sections are available?**

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

**68. How many students have completed the Library Instruction Credit Courses?**

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

**69. How many hours is the library open during a typical week in the Fall or Spring semesters? Choose a typical week of operation during the academic semester/quarter and list the number of hours for the week.**

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

**70. How many hours is the library open during a typical week in the Summer or Winter intersessions? Choose a typical week of operation during the summer or winter session and list the number of hours for the week.**

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

**71. What is the total number of hours of Reference service in a Summer or Winter intersession? If you have intersession, choose a typical week of operation and list the number of hours for the week.**

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

**72. How many hours is the Library open on Saturdays?**

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

**73. How many hours is the Library open on Sundays?**

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

**74. What is the total number of Saturday hours that reference service is provided?**

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

**75. What is the total number of Sunday hours that reference service is provided?**

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

**76. What is the gate count for the number of people who use the facility? Report the number of person entering the Library and should include persons attending activities and meetings, and those requiring no staff services.**

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>

**77. How many registered community borrowers?**

**Community borrowers are those persons not directly associated with your college or district.**

2007/08	<input type="text"/>
2008/09	<input type="text"/>
2009/10	<input type="text"/>