



MEMORANDUM

September 10, 2018

AA 18-44 | Via Email

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

FROM: LeBaron Woodyard, Ph.D.
Dean, Educational Programs and Professional Development, Academic Affairs Division

RE: 2017-18 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, section 55800. The two-part reporting process includes electronic submission of the survey in SurveyGizmo and completion of the certification form. The 2017-18 Annual Library Data Survey was emailed via SurveyGizmo to the college survey contact today and is due Wednesday, October 31, 2018.

For your reference, the Annual Library Data section of the Chancellor's Office [Library and Learning Resources Program webpage](#) includes:

- PDF version of the survey - used to gather information before completing the electronic version in SurveyGizmo. The PDF version of the survey will not be accepted.
- Certification form - must be completed and mailed to the Chancellor's Office.
- Survey Contact - confirmed list of the persons responsible for completing the survey for the college.
- Troubleshooting SurveyGizmo Link - tips to retrieve the college unique link to the survey.
- Survey Completion Log. Reflects the status of completion for each college.

ACTION REQUESTED BY WEDNESDAY, OCTOBER 31, 2018

1. Read the SurveyGizmo Features
2. Complete the Annual Library Data Survey in SurveyGizmo
3. 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

2017-18 Annual Library Data Survey

August 17, 2018

1102 Q Street, Suite 4600
Sacramento, CA 95811-6549

For questions about the survey e-mail elarson@cccco.edu. Ensure the email subject line is formatted as “College Name, Question about 2017-18 Annual Library Data Survey”.