

# Annual Library Data Survey for 2017-18

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**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.\***

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## **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:

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## 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).

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## 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.**

- 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 (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

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## **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

Instructional Equipment

Basic Skills

Perkins

Lottery

Other

**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.**

General Fund (state apportionment)

Non-General Fund

District Grant

Instructional Equipment

Basic Skills

Perkins

Lottery

Other

**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:**

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## **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)



EBooks (owned)

Print Periodical Subscriptions

Print Periodical Subscriptions (accessible in electronic database)

Print 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.:

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**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?

	<b>Hours of operation eg: 7:00 am -12:00 am</b>	<b>Total # of Hours</b>
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?**

	<b>Hours of operation eg: 7:00 am -12:00 am</b>	<b>Total # of Hours</b>
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.**

	<b>Hours of operation eg: 7:00 am -12:00 am</b>	<b>Total # of Hours</b>
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.**

	<b>Hours of operation eg: 7:00 am -12:00 am</b>	<b>Total # of Hours</b>
Saturday	<input type="text"/>	<input type="text"/>
Sunday	<input type="text"/>	<input type="text"/>

**34) Number of hours open during your Summer session?**

	<b>Hours of operation eg: 7:00 am -12:00 am</b>	<b>Total # of Hours</b>
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.**

	<b>Hours of operation eg: 7:00 am -12:00 am</b>	<b>Total # of Hours</b>
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	<input type="text"/>
Sunday	<input type="text"/>

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

Total inter-library loans and documents received from other libraries

filled

received from others

filled from other that were received

**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.

	Survey Release Month	Survey Due Month
Choice#1	<input type="text"/>	<input type="text"/>

Choice#2	<input type="text"/>	<input type="text"/>
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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](mailto:elarson@cccco.edu)" with the email subject "College Name: Editable Link to 2017-18 Annual Library Data Survey".**

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