

Annual Library Data Survey for 2015-16

1. 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.

06/07/2017

2. GENERAL INFORMATION

1. Select the California Community College District.

Peralta

3. General Information (p2 continued)

2. Select the California Community College.

Merritt

4. GENERAL INFORMATION (p3 Continued)

3. Enter the contact information for the Library Program Director or Administrator:

First Name

Nghiem

Last Name

Thai

Title

Library Department Chair

E-Mail

nthai@peralta.edu

Telephone Number (xxx-xxx-xxxx)

510-436-2461

Telephone Ext

4. Enter the contact information for the person completing this survey.

First Name

Nghiem

Last Name

Thai

Title

Library Department Chair

E-Mail

nthai@peralta.edu

Telephone Number (xxx-xxx-xxxx)

510-436-2461

Telephone Ext

5. LIBRARY FACILITY

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

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

17000

6. 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 : 0

Computer Workstations (include tablets & laptops) : 24

Study Rooms : 3

Total : 27

7. 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) : 170

Laboratories : 0

Classrooms : 0

Study Rooms : 20

Total : 190

6. LIBRARY PERSONNEL

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

Faculty Chair / Coordinator / Director

9. 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

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

M.L.I.S.

11. Identify the compensation granted to Library Faculty, Coordinators or Department Chairs for administrative responsibilities?

(Check all that apply)

None

12. Number of personnel?

Librarians (full-time) : 2
Classified Staff : 4
Students : 4
Total : 10

13. Total FTE in FY 2015-16?

(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 : 3.37
Classified Staff : 3.50

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

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

2

7. LIBRARY EXPENDITURES

15. 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) : \$15366
Non-General Fund : \$2868
Total : \$18234

Specify Source of Other:

16. 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) : \$7156
Total : \$7156

Specify Source of Other:

17. Amount of Databases Expenditures for subscriptions (In Dollars)

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: EBooks are counted as books and should not be counted here.

Subscriptions:

Lottery : \$39377

Total : \$39377

Specify Source of Other:

18. Amount of Databases Expenditures for purchases (In Dollars)

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: EBooks are counted as books and should not be counted here.

Purchases:

Total : \$0

Specify Source of Other:

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

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

Subscriptions:

Total : \$0

Specify Source of Other:

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

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

Purchases:

Total : \$0

Specify Source of Other:

21. Amount of Streaming Media Services Expenditures (In Dollars)

Subscriptions:

Total : \$0

Specify Source of Other:

22. Amount of Streaming Media Services Expenditures for purchases (In Dollars)

Purchases:

Total : \$0

Specify Source of Other:

23. Amount of Other Expenditures (In Dollars)

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

Non-General Fund : \$2500

Total : \$2500

Specify Source of Other:

8. LIBRARY COLLECTION

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

2000 : 64%

2005 : 72%

2010 : 94%

2015 : 99%

25. Number of TITLES of print books purchased/cataloged?

720

26. Number of the following in the collection as of June 30, 2016?

EBooks : 15428

Print Titles : 45440

Print Periodical Subscriptions : 93

Total : 60961

27. Number of the following added to the collection?

EBooks : 7

Total : 7

28. Textbook Sources

Does the Library purchase textbooks?

Yes

Identify the sources of the textbooks.

(Check all that apply)

General Library Book Budget

College Foundation

Donation(s) from Faculty

29. Open Education Resources (OER) instructional materials

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

No

If yes, enter the associated discipline, number of sections and number of OER materials in that discipline.

	Discipline	Number of course sections	Number of OER materials
Row 1			
Row 2			
Row 3			
Row 4			
Row 5			

30. Patron Driven Acquisition

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

No

If Yes, indicate the intermediate service or vendor.

9. LIBRARY SERVICES

31. Enter the gate count for the Library in 2015-16.

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

85342

32. Select term for which information is reported

Spring

33. Number of hours open during the term indicated above?

	Hours of operation eg: 7:00 am -12:00 am	Total # of Hours
Monday	8:00 am - 8:00 pm	12
Tuesday	8:00 am - 8:00 pm	12
Wednesday	8:00 am - 8:00 pm	12
Thursday	8:00 am - 8:00 pm	12
Friday	8:00 am - 4:00 pm	8

34. 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	10:00 am - 4:00 pm	6
Sunday		

35. Select the intercession for which information is reported.

No Intercession conducted

36. Number of hours open during intercession?

	Hours of operation eg: 7:00 am -12:00 am	Total # of Hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

37. Indicate hours open on the weekend during the intercession indicated above?

	Hours of operation eg: 7:00 am -12:00 am	Total # of Hours
Saturday		
Sunday		

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

No

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

Yes

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

Yes

41. Number of hours on-site Reference Services available 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. If Summer or Winter intercession were not conducted, write "No intersessions conducted"

Hours during Summer or Winter : 28

42. Total number of weekend hours Reference Service provided?

	Total # of Hours
Saturday	
Sunday	

43. Is Online Reference Service provided 24 hrs?

No

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

44. 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

7274

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

Actual

45. 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 : 423
Reserves : 8908
In-House Use : 887
Periodicals : 448
Total : 10666

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.

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

Total : 0

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 : 10

Student Participants (Total) : 248

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 : 1

Course Sections available : 4

Students completed : 121

10. AUXILIARY INFORMATION

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

Library Personnel

Library Expenditures

Library Collection

Library Services