

Annual Library Data Survey for 2016-17

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.

03/12/2018

2. GENERAL INFORMATION

1. Select the California Community College District.

Peralta

3. General Information (p2 continued)

2. Select the California Community College.

Merritt College

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. As the Library Program Director/Administrator, are you the person that completes this survey?

Yes

5. 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)

510-282-1801

Telephone Ext**5. LIBRARY FACILITY**

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

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

17000

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 : 0

Computer Workstations (include tablets & laptops) : 12

Study Rooms : 3

Total : 15

8. 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

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

Faculty Chair / Coordinator / Director

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

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

M.L.I.S.

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

(Check all that apply)

Stipend

13. Number of personnel?

Librarians (full-time) : 3
Librarians (part time) : 8
Classified Staff : 3
Classified Staff (part time) : 1
Students : 3
Total : 18

14. Total FTE in FY 2016-17?

(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 : 4.01
Classified Staff : 3.50

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

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

2

7. LIBRARY EXPENDITURES

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.

General Fund (state apportionment) : \$35194
Non-General Fund : \$5674
District Grant : \$3968
Instructional Equipment : \$0
Basic Skills : \$0
Perkins : \$0
Lottery : \$0
Other : \$0
Total : \$44836

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) : \$6928
Non-General Fund : \$0
District Grant : \$0
Instructional Equipment : \$0
Basic Skills : \$0
Perkins : \$0
Lottery : \$0
Other : \$0
Total : \$6928

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) : \$0
Non-General Fund : \$0
District Grant : \$0
Instructional Equipment : \$0
Basic Skills : \$0
Perkins : \$0
Lottery : \$7725
Other : \$0
Total : \$7725

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) : \$0
Non-General Fund : \$0
District Grant : \$0
Instructional Equipment : \$0
Basic Skills : \$0
Perkins : \$0
Lottery : \$0
Total : \$0

Specify Source of Other:

8. LIBRARY COLLECTION

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

2000 : 96%

2010 : 4%

21. Number of TITLES of print books purchased in 2016-17?

398

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

Audiovisual Materials (titles) : 0

EBooks (owned) : 15470

Print Periodical Subscriptions : 75

Print Titles : 44073

Total : 59618

23. Number of the following added to the collection?

Audiovisual Materials : 0

EBooks : 43

Total : 43

24. Textbook Sources

Does the Library have textbook reserves?

Yes

Identify the sources of the textbooks.

(Check all that apply)

General Library Book Budget

College Foundation

Donation(s) from Faculty

What is the amount of textbook expenditures?

\$10,958.84

25. 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
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26. 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

27. Enter the gate count for the Library in 2016-17.

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

90146

28. Select term for which information is reported

Fall

29. 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 am	12
Tuesday	8:00 am - 8:00 am	12
Wednesday	8:00 am - 8:00 am	12
Thursday	8:00 am - 8:00 am	12
Friday	8:00 am - 4:00 pm	8

30. 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	n/a	0

31. Do you have a Winter inter-session?

No

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

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

If yes, indicate the number of hours open on the weekend during the Winter inter-session.

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

32. Number of hours open during your Summer session?

	Hours of operation eg: 7:00 am -12:00 am	Total # of Hours
Monday	9:00 am - 4:00 pm	7
Tuesday	9:00 am - 4:00 pm	7
Wednesday	9:00 am - 4:00 pm	7
Thursday	9:00 am - 4:00 pm	7
Friday	n/a	0

33. Number of hours open on the weekend during the Summer session.

	Hours of operation eg: 7:00 am -12:00 am	Total # of Hours
Saturday	n/a	0
Sunday	n/a	0

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

No

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

Yes

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

Yes

37. 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 : n/a

No Winter inter-session conducted (Enter No) : n/a

Hours during Summer session : 28

38. Total number of weekend hours Reference Service provided?

	Total # of Hours
Saturday	6
Sunday	0

39. Is Online Reference Service provided 24 hrs?

No

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

40. 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

6585

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

Actual

41. 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 : 447

Reserves : 6816

In-House Use : 962

Audiovisual (A/V) : 0

Periodicals : 6

Total : 8231

42. 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 : 0

Total inter-library loans and documents received from other libraries : 0

Total : 0

43. 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 : 30

Student Participants (Total) : 500

44. 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 : 2

Course Sections available : 3

Students completed : 66

10. AUXILIARY INFORMATION

45. 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

46. 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	January	April
Choice#2	August	November