

# Annual Library Data Survey 2018-19

**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.**

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**Please select today's date.**

10/30/2019

## **2. GENERAL INFORMATION**

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**1. Select the California Community College District.**

Peralta

## **3. General Information (p2 continued)**

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**2. Select the California Community College.**

Merritt College

## **4. GENERAL INFORMATION (p3 Continued)**

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

**First Name**

Nghiem

**Last Name**

Thai

**Title**

Library Department Co-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

**2. Enter the contact information for the person completing this survey.**

**First Name**

**Last Name**

**Title**

**E-Mail**

Telephone Number (xxx-xxx-xxxx)

Telephone Ext

## 5. LIBRARY FACILITIES

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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.

Enter "0" if the Library does not control any rooms in a particular category.

Classrooms : 0

Computer Workstations (include tablets & laptops) : 24

Study Rooms : 3

Computer Laboratories : 0

Total : 27

7. Identify any campus departments and services, such as writing center, tutoring center, etc. with dedicated spaces located within the main library--not controlled by the library. Check all that apply.

Other - Write In (Required): Staff office

8. Total number of seats in main Library (and all areas controlled by the Library).

190

9. How many satellite locations/centers (not on main campus) is the library responsible for?

0

10. If there are satellite locations/centers, what is the number of Library controlled spaces at those satellite locations/centers (not on main campus).

Only include spaces that are:

controlled by the Library or

where the Library is responsible for scheduling the use of the space or activity

Enter "0" if the Library does not control any spaces in a particular category.

Classrooms : 0

Computer Workstations (include tables & laptops) : 0

Study Rooms : 0

Computer Laboratories : 0

Total : 0

## 6. LIBRARY PERSONNEL

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

Faculty Chair / Coordinator / Director

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

M.L.I.S.

13. Identify the release / reassign percent as compensation granted to Library Faculty, Coordinators or Department Chairs for administrative responsibilities. Enter "0" this does not apply. Other types of compensation can be entered in the following questions.

15%

14. Identify the dollar amount of stipend as compensation granted to Library Faculty, Coordinators or Department Chairs for administrative responsibilities. Enter "0" this does not apply. Other types of compensation can be entered in the following question.

\$0.00

15. Identify the other compensation granted to Library Faculty, Coordinators or Department Chairs for administrative responsibilities not specified in the previous answer. This answer field will accept text. Enter "none" if not applicable.

none

16. Enter the number of personnel working in the Library (headcount, not FTE). Enter "0" in categories with no personnel.

Librarians (full-time) : 3  
Librarians (part time) : 8  
Classified Staff (Library Technicians) : 3  
Classified Staff (Other Classified) : 0  
Classified Staff (part time Library Technicians) : 0  
Classified Staff (part-time Other Classified) : 0  
Students : 1  
Total : 15

17. Total FTE in FY 2018-19?

(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 : 3.85

Classified Staff : 3.00

18. Approximate total number of student assistants per typical week (FTE) in Fall 2018?

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

1

## 7. LIBRARY EXPENDITURES

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**19. Physical Book expenditures (In Dollars). Enter "0" for categories with no expenditure: Physical books are defined as non-periodical printed publications bound in hard or soft covers or in loose-leaf format.**

General Fund (state apportionment) : \$25252  
SEA- Student Equity & Achievement fund (Equity, Basic Skills, SSSP) : \$0  
Instructional Equipment : \$0  
Perkins : \$0  
Lottery : \$0  
Other : \$0  
Total : \$25252

**Specify Source of Other:**

**20. E-Book expenditures: These are purchased/owned e-books. Do not include subscription-based sets. Enter "0" in categories with no expenditures.**

General Fund (state apportionment) : \$0  
SEA- Student Equity & Achievement fund (Equity, Basic Skills, SSSP) : \$0  
Instructional Equipment : \$0  
Perkins : \$0  
Lottery : \$0  
Other : \$0  
Total : \$0

**Specify Source of Other:**

**21. Amount of Physical Audiovisual Media\* Expenditures for purchases. Enter "0" for categories with no expenditures.**

**\* AV Purchased A/V Media is defined as videotapes, DVDs, CDs, films on reels, streaming media, audio-cassettes, audio-cartridges, audio-disks, talking books, etc. that the library owns. Note streaming media are online A/V media and not physical media. Online A/V expenditures can be entered in the next question.**

**Purchases:**

General Fund (state apportionment) : \$0  
SEA- Student Equity & Achievement fund (Equity, Basic Skills, SSSP) : \$0  
Instructional Equipment : \$0  
Perkins : \$0  
Lottery : \$0  
Other : \$0  
Total : \$0

**Specify Source of Other:**

**22. Amount of Online Audiovisual Media\* Expenditures for purchase (In Dollars). Enter "0" for categories with no expenditures. Purchased online A/V Media includes any digital video, audio, or image files that the library owns.**

**\* AV Purchased A/V Media is defined as videotapes, DVDs, CDs, films on reels, streaming media, audio-cassettes, audio-cartridges, audio-disks, talking books, etc. that the library owns. Note streaming media are online A/V media and not physical media.**

General Fund (state apportionment) : \$0  
SEA- Student Equity & Achievement fund (Equity, Basic Skills, SSSP) : \$0  
Instructional Equipment : \$0  
Perkins : \$0  
Lottery : \$0  
Other : \$0  
Total : \$0

**Specify Source of Other:**

**23. 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. Enter "0" for categories with no expenditures.**

General Fund (state apportionment) : \$3188  
SEA- Student Equity & Achievement fund (Equity, Basic Skills, SSSP) : \$0  
Instructional Equipment : \$0  
Perkins : \$0  
Lottery : \$0  
Other : \$0  
Total : \$3188

**Specify Source of Other :**

**24. Online Database Subscriptions- Online content providers for published journals, magazines, reports, documents, newspapers, e-books, image collections, and streaming media. Enter "0" for categories with no expenditures.**

General Fund (state apportionment) : \$11074  
SEA- Student Equity & Achievement fund (Equity, Basic Skills, SSSP) : \$0  
Instructional Equipment : \$0  
Perkins : \$0  
Lottery : \$36325  
Other : \$0  
Total : \$47399

**Specify source of other: :**

**25. What was the library's total expenditures in 2018/2019 excluding salaries and benefits (include general fund, SEA, Perkins, Lottery, etc.)**

\$94425

## **8. LIBRARY COLLECTION**

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**26. Age of Collection - What percentage of the physical collection was published in the following year ranges?  
Percentages should sum to 100.**

Before 2000 : 82%  
Between 2000 and 2010 : 9%  
After 2010 : 9%  
Total : 100%

**27. Number of TITLES of print books purchased in 2018-19?**

755

**28. Number of the following in the collection as of June 30, 2018?**

Physical Audiovisual Materials (titles) : 15  
EBooks (owned) : 615  
Print Book Titles : 44064  
Technology (desktops, laptops, iPads, tablets) : 0  
Print Periodical Subscriptions : 0  
Total : 44694

**29. Number of the following added to the collection in 2018/2019?**

Physical Audiovisual Materials (titles) : 0  
EBooks (Owned) : 0  
Print Periodical Subscriptions : 0  
Print Book Titles : 884  
Technology (desktops, laptops, iPads, tablets) : 0  
Total : 884

**30. Does the Library have textbook reserves?**

Yes

**31. Identify the sources of the textbooks. (Check all that apply)**

General Library Book Budget  
Donation(s) from Faculty

**Specify Other: :**

**32. What is the amount of textbook expenditures in 2018/19**

\$2817

## **9. LIBRARY SERVICES**

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**33. Enter the gate count for the Library**

**Report the number of people entering the Library in Fall 2018/19 (include people attending activities and meetings as well as those requiring no staff services).**

70663

**34. Number of hours open per day in a typical week during Fall 2018?**

Hours of operation e.g.: 7:00 am - 6:00 pm = 11 hours

**Total # of Hours.** Enter "0" for any days the Library is closed.

Monday : 12  
Tuesday : 12  
Wednesday : 12  
Thursday : 12  
Friday : 8  
Saturday : 6  
Total : 62

**35. Do you have a Winter session?**

No

If yes, indicate the number of hours open per day during a typical week in your Winter inter-session.

Hours of operation e.g.: 7:00 am - 6:00 pm = 11 hours

**Total # of Hours**

**36. Number of hours open during a typical week in your Summer session?**

Hours of operation e.g.: 7:00 am - 6:00 pm = 11 hours

**Total # of Hours**

Monday : 7  
Tuesday : 7  
Wednesday : 7  
Thursday : 7  
Friday : 0  
Saturday : 0  
Sunday : 0

**37. Are full library services available when classes are not in session?**

No

**38. Is a librarian on duty every hour the Library is open for the indicated terms?**

	Yes	No	Not Applicable
Fall	X		
Spring	X		
Summer	X		
Winter			X

**39. Is Online Reference Service provided 24 hours?**

No

If Yes, enter the hours/week your librarians contribute 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

**a. Number of Reference Transactions in 2018/19**

4339

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

Actual

#### 41. Number of Circulation Transactions? Enter "0" in categories with no transactions.

**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.

**Reserves:** Report all reserve loans, including books and photocopied materials.

Print Book Titles : 602

Book Reserves : 4009

In-House Use : 280

Audiovisual (A/V) Periodicals : 0

Periodicals : 64

Technology (desktop computers, laptops, iPads, tablets) : 0

Total : 4955

**For circulation transactions counted in "Other" please specify: :**

#### 42. Number of Interlibrary Loan (ILL) transactions? Enter "0" in categories with no 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. Enter "0" in categories with no activity.

**a. number of the following in 2018/19:**

Course-specific instruction Sessions/Orientations : 20

Tours : 10

General Workshops : 0

Other : 0

Total : 30

**If Other, please specify: :**



**b. Student Participants in activities in previous question (total):**

900

**44. Identify if any of these are offered synchronously online, facilitated by a librarian:**

Other - Write In (Required): 0

**Student participants (total--if known):**

**45. Library Instruction Credit Courses**

**Include all Library related courses taught by library faculty in 2018/19, whether they are in the library or another location on campus.**

**Indicate the number of the following:**

Courses offered : 1

Course Sections offered : 2

Duplicated students enrolled in sections past census : 62

**46. Enter any additional comments you would like to provide.**

## **10. OTHER INFORMATION**

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**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 Facilities**

**Library Personnel**

**Library Expenditures**

**Library Collection**

**Library Services**