

# Peralta Community College District

## UNIT PLAN TEMPLATE (09-25-2007) Addendum (03-03-08) *italicized*

This presents the common elements to be addressed by each discipline/department in unit planning. Depending on College preferences, these common elements may be formatted or addressed differently.

### I. OVERVIEW

		<b>Date Submitted:</b>	11-07 (rev. 3/3/08)
<b>Discipline</b>	Library	<b>Dean:</b>	
<b>Department Chair</b>	Timothy Hackett	<b>Hector Cordova</b>	
<b>Mission/History</b> <i>Brief, one paragraph</i>	The Merritt College Library strives to provide information sources and access to the human record in multiple formats in direct support of the current and lifelong learning needs of its students, faculty, and staff.		

### II. EVALUATION AND PLANNING

Please review the program review data and the CSEP review criteria and complete the following matrix.

Baseline Data	Sections	Enroll.	AVG Class Size	FTES/FTEF	comments

Campus Student Body	2002	2003	2004	2005	2006	CODE	Comments
FTES	4899	4899	4725	4615	4836		CCCCO MIS data
Non-credit FTES	133	127	135	143	99		CCCCO MIS data
<b>Total Enrollment</b>	<b>6409</b>	<b>6755</b>	<b>6959</b>	<b>6359</b>	<b>6456</b>		<i>/ENR Fall 0Y</i>
	<b>3516</b>	<b>4564</b>	<b>2953</b>	<b>4890</b>	<b>4407</b>		<i>Spring 0+1Y</i>

1. Program Cost (Cost methodology under development. Please complete the remaining items. This step to be completed later.)							
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<b>Circulation/Reserves</b>	2002	2003	2004	2005	2006	CODE	Comments
							Currently have Circ staff to support building hours to 4:30.
							Proposal to extend hours to 700 contingent upon approval of evening technician hours.
2. Program Cost (Cost methodology under development. Please complete the remaining items. This step to be completed later.)							

<b>Reference/Instruction</b>	2002	2003	2004	2005	2006	CODE	Comments
							Proposal to extend reference hours to match building hours, viz. 700 pm

<b>Periodicals</b>	2002	2003	2004	2005	2006	CODE	Comments
Quantitative Assessments (Fall to Fall)							

Journal/Periodical/Newspaper/Index Renewals							Firm line-item for renewal of <b>current</b> periodical subscriptions.
3. Program Cost (Cost methodology under development. Please complete the remaining items. This step to be completed later.)							

<b>Cataloging/Automation</b>	2002	2003	2004	2005	2006	CODE	Comments
Quantitative Assessments (Fall to Fall)							Request for Cataloging technician to assist in processing/cataloging of print and non-print materials.

<b>Qualitative Assessments</b>	Narrative
7. Community and labor market relevance Present evidence of community need based on Advisory Committee input, industry need data, McIntyre Environmental Scan, McKinsey Economic Report, etc. This applies primarily to career-technical (i.e., vocational programs).	

8. College strategic plan relevance	
Check all that apply <input type="checkbox"/> New program under development <input checked="" type="checkbox"/> Program that is integral to the college's overall strategy <input checked="" type="checkbox"/> Program that is essential for transfer <input checked="" type="checkbox"/> Program that serves a community niche. <input checked="" type="checkbox"/> Programs where student enrollment or success has been demonstrably affected by extraordinary external factors, such as barriers due to housing, employment, childcare etc. Other _____	

### Action Plan Steps to Address CSEP Results

Please describe your plan for responding to the above data. Consider curriculum, pedagogy/instructional, scheduling, and marketing strategies. Also, please reference any cross district collaboration with the same discipline at other Peralta colleges.

ACTION PLAN-- Include overall plans/goals and specific action steps.

#### **Overall Planning**

Our overall goal is to increase student and faculty access to information in a variety of formats, viz. print collections, electronic book collections, networked information, and academic commercial databases. To support this access in multiple formats, In addition, the Library would like to phase in extended weekday building hours and, funding permitting, Saturday building hours. The campus may also want to consider a line-item to support the campus archives and governance areas. The bond measure has provided a stable funding source for print collections; however, the department's increasing reliance on digital collections requires computers or thin-clients that will support the projected online catalog upgrades, enhanced e-book collections, and journal articles; in addition, the department anticipates overall costs for existing digital collections will rise with growth of campus FTES.

#### Cross-department Considerations

Consultation and design meetings for L Building Remodel  
Maintain efforts for line-item materials budget  
Maintain efforts for line-item personnel budget—certificated, classified, student assistant(s).  
Maintain collection development and de-selection activities.  
Maintain and expand consortial digital library collections.  
Maintain and expand consortial digital database collections.  
Plan for appropriate information infrastructure, hardware, software, peripherals.  
Expand building evening hours and Saturday hours (during academic year).

#### Bibliographic Instruction

Review expansion of bibliographic instruction to basic skills courses.  
Review of BI as part of general skills/1<sup>st</sup> year college experience course(s).  
Relate instructional SLOs to non-instructional (viz. services) SLOs.

#### Cataloging

Continue collection control of Dewey Collection items.  
Provide data of deselected and newly cataloged materials  
Planning for addition of library technical assistant (cataloging) position  
Integration of e-book collections to Merritt MARC record holdings  
Provide consultation in review of RFP process for next generation automated system

#### Collection Development

Formalize and publicize library collection development policy.  
Continue deselection/barcoding/cataloging of Dewey Collection items.  
Review, in consultation with Dean and CIC, new program proposals for integration with CD policy.  
Initiate conversation and planning for status/responsibility for archives.  
Initiate conversation and planning for special collections.

Initiate conversation and planning for governance materials.  
 Continue updating/deselection of reference collection.  
 Continue updating/deselection of circulating collection.  
 Establish timely line-item budget for reserve book/media materials.  
 Begin educating stakeholders about TTIP costs in relation to rising FTES  
 Establish line-item supplement to continue funding of existing TTIP databases.

Technology

Continue membership on campus technology committee.  
 Continue membership on district library/IT committee.  
 Establish three-year phase-in and retro path for library faculty, staff, and student computers/peripherals.  
 Determine feasibility of shared printing solution with LRC  
 Determine feasibility of thin-client computing for instructional lab and open-access student computers.

Periodicals

***Establish line-item general fund budget for serial literature (journals, magazines, newspapers, indices)***  
 Establish line-item general fund budget for student assistant worker for Periodicals area.  
 Review cost, maintenance contract, location of third photocopy machine.  
 Review cost, maintenance contract for GoPrint student computer printing.

Archives/Governance

Determine perceived campus need/commitment to support campus/special collections archives.  
 Establish interim line-item budget for archives processing materials/storage.  
 Pursue purchase of two digital scanners for staff and public use in order to preserve unique materials.  
 Determine desirability/priority of digitizing none/minimum/moderate/total archival materials.

**Additional Planned Educational Activities**

<b>Health/safety/legal issues:</b>	Safety—Access to personnel/working/collection areas via existing elevator; no security gate to protect library collection from theft via elevator
<b>Certificates and Degrees Offered</b>	N/A
<b>Student Retention and Success</b>	N/A

<b>Progress on Student Learning Outcomes. ( SLO % Complete)</b>	
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### III. RESOURCE NEEDS

#### Personnel Needs

FT/PT ratio	Current	If filled	If not filled		# FTE faculty assigned)	
	1.0 Library Technician (Cataloging) 1.0 Evening Technician (Circulation/Reserves) 1.0 Librarian (Extended hours) .2 Library Technician (Circulation/Reserves) .2 Librarian (Saturday or Monday evening hours) <b>Classified Library Technician Retirement (pending Feb 2009)</b> <b>Certificated Librarian (possible 1 semester leave bank)</b>					
<b>Narrative:</b> <i>are PT faculty available? Can FT faculty be reassigned to this program? Implications if not filled</i>		PT faculty available in all areas. No FT faculty can be reassigned the implications are that growth of areas in need will not be possible.				

#### Equipment/Material/Supply/ Classified/Student Assistant Needs:

Please describe any needs in the above categories.

Personnel:

- .5 Student Assistant (Periodicals)
- .5 Student Assistant (Circulation/Reserves)
- .5 Student Assistant (Archives/Governance)

15 student computers (replace/add existing public-access computers)

10 faculty/classified

(Replace circulation/periodicals/archives/reserves/reference/administration/cataloging computers)

2 laptops (one classroom lock-down; one mobile)

1 projector (classroom)

18 computers \*or\* 3 thin-client servers with 18 monitors (w USB) and 18 keyboards

2 tables (circulation/reserves)

1 ergonomic desk (Cataloging)

1 small filing cabinet (periodicals/archives)

1 fax machine (replacement)

1 photocopier (lease)

**3 commercial grade DVD players (media area)**

**Facilities Needs (Items that should be included in our Facilities master Plan) for Measure A funding:**

Please describe any facilities needs.

Public Access Elevator—To provide access to the (proposed) Learning Center on the first floor of the L Building; currently, people and materials can moved freely within/outside the building without any real security measures.

Bibliographic Instruction Area—Enclosed classroom that will permit lecture/hands-on instruction in the use of library OPAC, e-books, online databases.

Lighting—replacement of current fixtures to provide full-spectrum/non-glare lighting in staff and public areas (floors 2 and 3).

*Entrance-- 1 entrance gate (with counter) to replace existing malfunctioning turnstiles (for bldg. headcount)*

**Note: This is 3/3/08 revision of Unit Plan with recommended /ENR data, potential personnel retirement(s)/leaves, and resource request updates.**