

2017-18 Program Review

Name of Program: Library
 Name of Unit: Library & Instructional Support
 Name of Area: Academic Affairs
 Date Completed: 1/4/2017

Program's Mission Statement

The Rio Hondo College Library supports the goals and objectives of the College by providing instruction and services that introduce students to the depth and

Program's SLO Information - Assessment Results (1a)

LIB 101 has had a single Student Learning Outcome assessed since Spring 2010 to Spring 2014. This outcome is based on Standard Two of the Association of
 During the Spring 2015 semester, only one section of LIB 101 was offered because of staffing changes. However, for Fall 2015, both an online section and a tr

Program's SLO Information - Changes in Instruction (1b)

While an online section of LIB 101 has been offered for several years, it has been offered continuously only since Spring 2010. After years of budget cuts, the
 The on-site section continues to be offered in varying formats in order to find a happy medium that will maximize learning. LIB 101 was offered in a hybrid fo
 Instructors of LIB 101 will continue to meet to discuss methods of evaluating SLOs and decide on the most suitable one(s) for both sections.

Program's SLO Information - Requested Resources (1c)

Wi-Fi signal reception in the library has improved since our last Program Review, proving to be more reliable for students to use personal laptops and the LR
 The computers in the LR-224 classroom are more than 6 years old and seem to be running on their last legs and therefore need to be replaced.
 Another need for the LIB 101 classes that has remained unfulfilled since the last Library Program Plan is additional online databases that will help students v
 The need for online information literacy modules continues, despite adapting online tutorials created by UC Irvine to meet the needs of Rio Hondo students.
 Having 4.6 f.t. librarians and 2.46 f.t.e. adjuncts has allowed the library to meet the orientation requests received during the last two semesters. Without mar

Program's SLO Information - Assessment Reports (2)

The last two semesters with assessment reports submitted for LIB 101 were from Fall 2014 and Spring 2016. Since assessment reports are required annually,
 Assessment reports of two SLOs have been completed for the LIB 101 course from Fall 2014. With only two sections of LIB 101 offered for each semester (one

Program's SLO Information - Online Results (3)

Based on the SLO assessment data from our documented semesters, the online section of LIB 101 seems to consistently perform better on the rubrics compar
 On the other hand, during the Fall 2014 semester when two new SLOs were adopted in place of the one used in previous semesters, the two sections showed

 Program's SLO Information - Degrees and Certificates (4)

No, the library does not currently offer any degrees and/or certificates.

 Program's Program Level Standards

Library Program Data					
	Year 1	Year 2	Year 3	Year 4	Year 5
Course Success Rate	59.0%	49.6%	48.1%	54.5%	68.0%
Associate Degrees	N/A	N/A	N/A	N/A	N/A
CO-Approved Certificates	N/A	N/A	N/A	N/A	N/A
Employment Rate	N/A	N/A	N/A	N/A	N/A
License Exam Pass Rate	N/A	N/A	N/A	N/A	N/A

For Program Standard		
Average	Median	90% of Average
54.7%	54.5%	49.2%
N/A	N/A	N/A

External Sources:

Employment Rate https://misweb.cccco.edu/perkins/Core_Indicator_Reports/Summ_coreIndi_TOPCode.aspx
 License Exam Pass Rate Website reporting pass rates for the examination appropriate to your field (if any)

NOTE:

For all categories, except Degrees and Certificates, Year 1 is 2011-12 and Year 5 is 2015-16.
 Because Spring 2016 Degrees and Certificates are in the process of being posted to Banner, Year 1 for these categories is 2010-11 and Year 5 is 2014-15.

Course Success Rate: 45%
 Associate Degrees Awarded: 0
 Chancellor Office Approved Certificates Awarded:
 Employment Rate:
 License Exam Pass Rate:

 Program's Characteristics, Performance and Trends

Rio Hondo College Total En							
Summer 2011	Fall 2011	Spring 2012	Summer 2012	Fall 2012	Spring 2013	Summer 2013	Fall 2013
15,494	48,559	49,539	13,999	47,934	43,876	13,309	46,249

Library Total Enrollme							
Summer 2011	Fall 2011	Spring 2012	Summer 2012	Fall 2012	Spring 2013	Summer 2013	Fall 2013
	30	53		59	64		56

Updated Data for: 2017-2018 Planning Year

OVERVIEW

The Rio Hondo College Library is a vital college program that endeavors to meet each student's point of need for information, library materials, and library in

Library faculty (librarians) and library classified staff interact with hundreds of students each day. The circulation desk is the first point of contact in the libr

SERVICES TO STUDENTS

The library annually provides thousands of students with a place to research and study using books, reserve textbooks, databases, periodical articles (in print

SERVICES TO FACULTY

Faculty may place textbooks or other materials on reserve and check out multimedia equipment and videos to use in class. Librarians encourage faculty to br

LIBRARY INSTRUCTION

From the 2011/12 year, the following LIB 101 sections have been taught:

Fall 2011 – One section, online

Spring 2012 – Two sections, one online and one on campus

Fall 2012 - Two sections, one online and one on campus

Spring 2013 - Two sections, one online and one on campus

Summer 2013 – not offered

Fall 2013 - Two sections, one online and one hybrid

Spring 2014 - Two sections, one online and one on campus

Summer 2014 – One section, online

Fall 2014 – Two sections, one online and one on campus

Spring 2015 – Two sections, one online and one on campus

Summer 2015 - not offered

Fall 2015 - Two sections, one online and one on campus

Spring 2016 - Two sections, one online and one on campus

Summer 2016 - not offered

Fall 2016 - Two sections, one online and one on campus

Librarians taught 228 classes in the 2015-16 academic year in the library instruction rooms. During busy times of the semester, the rooms are opened as over

COLLEGE ARCHIVES

The library is home to the College Archives. Housed in the College Archives are documents, photographs, slides, and assorted ephemera that chronicle the hi

STAFFING

There are 4.6 full-time librarians and 11 part-time librarians (108 hours per week). The classified staff includes four full-time library technicians, one full-tim

CLASSIFIED STAFF

The library classified staff perform a multitude of tasks in addition to their time spent helping students at the circulation desk. Other tasks include ordering, 1

LIBRARY FACULTY (LIBRARIANS)

In addition to library instruction, librarians are responsible for reference desk service, collection development (evaluating and selecting books and other reso

LIBRARY ADMINISTRATOR /DEAN

For the last 20 + years the library has been led by various short-term or part-time administrators/deans without recent library management experience and 1

This lack of knowledgeable, focused, forward-thinking, and consistent leadership has forced librarian faculty and staff to assume responsibilities beyond thei

The library needs a dedicated administrator who will do the following:

1. Be responsible for defining, clarifying and disseminating the direction and focus of the library as embodied in library planning documents, in collaboration
2. Represent librarians and library staff in college committees and planning bodies in order for the library to fully participate in college decision-making and
3. Supervise library faculty and classified staff, making sure that library services are delivered in a timely manner where they are most needed. This includes
4. Draw up programs to meet student needs and provide for delivery of library services. This includes seeking ways to serve students in the satellite campuses

PERFORMANCE AND TRENDS

The Library remains a popular place for student learning. In fact, in the 2014 Climate Survey Report, 84% of students report they “spend time in the Library.

In spring 2016, circulation was up 2% compared to spring 2015. Due to the high cost of textbooks, the library’s reserve textbook program is very popular. We

Every new program and degree added by the college must also be supported out of the same budget. Average book (including eBooks) costs for many of those

Demand for electronic resources (databases, eBooks, streaming media) is increasing and are vital to all students, especially distance (at the education centers

In order to provide access for all students, including those at the off-campus Education Centers, it is necessary to begin to purchase additional eBooks. Curre

Program's Strengths

Knowledgeable and dedicated library faculty and staff

Outstanding customer service

Circulation and reference desk phones answered in person

Clean, attractive building which students love

Printing and copy machines on campus are available only in the library during the late evening, early morning, Friday afternoon, and Saturday

Photocopiers in the library are the only public-use photocopiers on campus.

Very popular group study rooms

Exceptional book collection with more than 80,000 titles to serve the curriculum needs of students

Heavily-used reserve books collection
 Children's book area in the library with book collection and study space
 Popular Reading collection (Hi-Lo, high interest, low reading level) supports Reading courses
 Featured books display promotes reading
 Archives librarians are preserving and making accessible the college's history
 Continuing, reciprocal borrowing agreement with California State University, Los Angeles
 Lifetime book borrowing privileges for Rio Hondo College alumni
 Continuing collaboration with Associated Students of Rio Hondo College (ASRCH) which donates money each year to enhance the reserve textbook collection
 Laptops available for checkout to use in the library

Program's Weaknesses

MANAGEMENT

Lack of overall Library leadership by a MLIS library administrator/dean

STAFFING - SHORTAGES CONTINUE

1 full-time Library administrator/dean is needed to advocate and guide the library programs, resources, services now and with the future in mind.
 1 full-time librarian position (additional position - sixth librarian) needed
 Lack of in-library tech support before 11 a.m.

LIBRARY RESOURCES AND PROGRAMS

Lack of plan, resources (ebooks, virtual reference, library instruction, etc.), and library faculty to serve online students and students at the education centers
 Library no longer able to offer programs such as Reading Rocks, story times for children in the Child Development Center, book sales, etc.

EQUIPMENT, SOFTWARE, AND TECHNOLOGY

Computer and printer problems with aging equipment (ongoing)
 Need updated Software (Adobe for the Archives, Camtasia for library instruction and COREL Draw)

FACILITIES - SECURITY, UPGRADES, REPAIRS

Inadequate security at the library and library entrances; lack of ongoing and regularly scheduled training for "active shooter" response
 Inadequate seating and computers to meet student demand
 Only seven group-study rooms available for student use are inadequate for demand
 Need for student practice/presentation spaces/rooms
 Lighting in book stacks and at night is poor (many requests for light replacements; problem is ongoing)
 Lack of proper archival room, storage, supplies, equipment, and funding to preserve college archival materials
 Electrical outlets need to be added to support increased student activity
 Disaster preparedness training and disaster information for Saturdays needs to be increased
 Lack of working Public Address system in the library
 Library signage needs improvement
 No phone in Archives Room
 Facility repairs that are long overdue: Reference desk damage, and book stack lights.

Program's Opportunities

Hire additional (sixth) full-time librarian
 Digitize the library's archival collection to enhance community relations with groups wishing to utilize the collection.
 Solicit donations for needed items
 Add additional databases for History and Sciences
 Purchase furniture for the "Popular Reading" area from money received from a Verizon grant.
 Library presence in CANVAS through online tutorials and embedded librarians
 Market library service to students, faculty, and alumni
 "New books" by subject feature in SIRSI (online catalog)
 Programming for students--reading groups, etc.
 Provide library services to classes held off campus (SWEC, EMEC, etc.)
 Conduct student satisfaction surveys and faculty surveys at regular intervals
 Increase money donated by ASRHC to buy more reserve textbooks

Program's Threats

MANAGEMENT

Lack of a competent, credentialed, experienced Library Dean
 Library Program Plan recommendations for staffing were overlooked. In addition, Library faculty who should be responsible for professional decisions about the
 Library services and information competency were not included in the Student Success Initiative

STAFF

Faculty and classified staff shortage
 Majority (3 of 5) of full-time librarians will be eligible for retirement (and may retire) in the next few years
 Staff development needed on new technology

FACILITIES

Library space is shrinking. Even as we lack space for student seating, student demand is increasing and the library is also losing space (LR-206) to non-librarian
 Many motion-activated lights in book stacks do not work

LIBRARY RESOURCES, PROGRAMS, AND BUDGETS

Book budget was reduced to support cost of online databases and library supplies
 Periodicals budget was reduced
 Inflation (books, databases, supplies)
 Database price annual price increases
 Supplies budget not adequate
 May be forced through a state agreement to replace our library catalog with an inferior common catalog

EQUIPMENT, SOFTWARE, AND TECHNOLOGY

Student desktop computers are aging (44% are more than six years old)
 Student computer chairs need cleaning and repair
 Selected student computer chairs need replacement yearly
 No campus-wide plan to replace defective/worn furniture and equipment
 Technology upgrades
 Librarians do not have administrative access to the Library tab of the Campus Portal (AccessRIO)

Program's Accomplishments and Recommendations for Improvement

ACCOMPLISHMENTS

Digitized El Paisano student newspaper (1964-Spring 2016)
 1,188 books were added to the collection in 2015-16
 Library participated in Summer Bridge for the sixth year
 Library continued to provide uninterrupted service even with staff shortages
 Taught 228 instruction sessions to 7,048 students
 Added Grove Art Online and Films on Demand databases
 Moved children's free-standing shelves to "Popular Reading" area
 25 Chairs received for new study carrels
 LED desk lamps (12) received to replace broken lamps
 Improved WiFi access for students. IT addressed this problem and complaints from students about the Library WiFi are minimal
 Improvements:
 Information Competency online tutorial created
 Reserve textbooks use increased
 Number of textbooks on reserve increased
 Number of instructors/sections participating increased
 Number of students coming into the library increased
 Course LibGuides were created for many class sections
 MLA, APA, and ASA citation guides created for student use
 Google Analytics is being used to improve the book collection

Recommendations for Improvement:

STAFFING

Hire full-time library manager/administrator
 Replace 1 library classified position lost
 Hire an additional (sixth) librarian

EQUIPMENT AND TECHNOLOGY

Replace 9 aging library printers
 Replace 36 aging library computers in LR 224
 Develop and implement a plan to research, acquire, and manage new technologies.
 Develop an equipment replacement plan. 5

RESOURCES

Purchase books and ebooks to support the 15 new transfer degree programs and 4-year Auto Tech B.A. degree (see appendix A)
 Purchase eBooks to support all students

LIBRARY PROGRAM AND SERVICES

Add extended hours the week prior to finals and finals week (6:30 a.m. to 10:00 p.m.)
 Add Sirsi account access so students can check their records and renew items online Add New Books by Discipline and other book lists in Sirsi Enterprise cat
 Add LibGuide or other "search tips" for Sirsi Enterprise catalog
 Add reference chat service during library hours
 Offer library tours for new Rio Hondo students each semester
 Develop and implement a plan to provide library services to education centers (South Whittier, El Monte, Pico Rivera, and the Fire Academy) especially to El
 Purchase and install a "drinks/food" table outside library entrance for students to leave or enjoy their drinks/food before they enter the library
 Conduct a "weeding" or deselection of the books collection in preparation for an upcoming inventory of the collection
 Development of LibGuides for all library instruction sessions, for general subject areas (such as child development, art, and history), and special guides as req
 Outreach to and partnering with faculty in other divisions.
 Increase the library's visibility and image on campus.
 Increase the number of classes and workshops offered.
 Update existing information literacy (Camtasia-based) online modules.
 Increase the number of information literacy (Camtasia-based) online modules.
 Provide increased Library support (virtual reference, on site reference, library instruction, and e-resources) to distance education students at the Education C
 Modularize LIB 101.
 Create a LIB 101H (honors) course.

Conduct student satisfaction surveys and faculty surveys at regular intervals so that results of these assessments can be used to guide changes in the program

FACILITIES

Improve security in library and at entrance to library

Increase student seating capacity and tables/study carrels

Replace or clean and repair student computer chairs; some of which are falling apart

Add phone to Archives Room (there was a phone in the room but it was taken for another area)

Add phone lines to LR-224 and LR-230

Resolve lighting problems throughout the library, particularly in the book stacks and Featured Books area

Resolve problem of lights dimming automatically when shades go down and when the sun goes down (first reported in Fall 2009)

Review/evaluate library signage to improve student ability to navigate the library including large signs at the entrance clearly designating that the library is open

Library staff need control of the lights in the building and times when they come on, dim, etc.

Paper towels in the restrooms and better signage to restrooms

Provide more seating in the main lobby of the LRC - many students are sitting on the ground or stairs when the library opens each morning

Program's Strategic Direction

Over the next three to five years, library use will continue be robust and popular. The library needs to anticipate the needs and adapt the space to accommodate

Program's Staff Development

Conferences, Workshops, Training, Webinars, etc., Completed in 2015-16

Sirsi User Group meetings - David, Robin, Sandy, Maria, Tes

Sirsi International User Group (COSUGI) three day conference - Robin

CCL Fall & Spring workshops in Ontario, CA - Adele, Stephanie, Robin, Judy, and Irene

Attended several BEC/BEL training sessions - Rudy and Tes

Adele Enright attended and participated in the following:

ARTSTOR webinar: "Administration and Statistics"

Films on Demand webinars:

"Introducing the Brand New My Films!"

"Welcome to the New and Improved ON DEMAND Admin Portal"

"An Overview and Introduction for Academic Institutions"

Gale Databases webinar: "Gale Admin Tool"

Academic, College, Research Libraries webinar: "Dispelling Myths Around Demand Driven Acquisition"

SIRSI webinar: "BLUEcloud Analytics"

California Academic & Research Libraries: In-depth Tour of the Getty Center Research Libraries

William Enright attended and participated in:

California Academic & Research Libraries: In-depth Tour of the Getty Center Research Libraries

Carolyn Oldham attended and participated in the following:

Canvas Training

Irene Truong attended and participated in the following:

Canvas Webinar

Films on Demand webinar: Introducing the Brand New "My Films" Webinar

California Academic & Research Libraries (CARL): Conference

Stephanie Wells attended and participated in the following:

Canvas Training

Camtasia for Mac: 8-hour class

Animating Keynote presentations: 8-hour class

LibGuides webinars

Professional Development Needs for 2017-18:

Full-time and adjunct librarians need to have regular meetings together to improve library instruction and reference services offered to students. Meetings w

Classified staff will need to complete Part 2 of the OCLC cataloging training

Training will be needed for classified staff and librarians on:

New web-based WorkFlows (circulation, cataloging, etc.)

Customer service training -- on various topics

Since librarians and library classified staff have increased webinar participation in webinars, ten (10) computer headsets with microphones should be purcha

Program Review - Additional Comments

Program Review - Executive Summary

Program: Library Date: November 3, 2016

Committee Members Present: Marie Eckstrom, Howard Kummerman, Adam Wetsman, Ryan Bronkar, Ruthie Retana, Dale Harvey, Lauren Maki, Anthony I

Program Members Present: Adele Enright, Stephanie Wells, Judy Sevilla-Marzona, Irene Truong, Robin Babou, Brian Young (Intern)

Accepted with Suggested Revision

Commendations

- Commendations on the inclusive and collaborative approach in preparing a thorough and comprehensive Library Program Review document.
- Commendations on the Library's expansive scope: serving about 1,000 students per day, answering over 40,000 questions annually, and serving the off-site

Program-Level Recommendations

- Increase the open hours of the library during the last two weeks of the semester for Finals Week.
- Hire a Library Dean with the appropriate credentials (MLS); two Library Technicians; additional technicians and full-time librarians as needed.
- Purchase or replace necessary equipment for the Library: student chairs and printers.
- Install, repair, purchase/replace electrical outlets, lighting, Bluetooth wireless headset for the phone lines, computer/data projection set ups for group pract
- Revise Program Review documents: revise Goals and Objectives to be specific, measurable, and time-bound; Review Program Level Standards for course su
- Establish a distinct budget for the College Archives collection to enable the preservation of the institution's historical materials.

Institutional-Level Recommendations

- Identify spaces on campus, including the Library, that need additional security. Provide increased security to those areas.
- Identify additional space for the library to increase student success: additional study rooms, etc.
- The College needs to improve in its creation, collection, measurement, and data analysis of Service Area Outcomes (SAOs).

Program Review - Response to the Executive Summary

Goal #1 Short term (1 year) Corresponds with Institutional Goal # 1

Status: in progress

Description of Goal

The library will improve the physical learning environment for students.

Evaluation of Goal

This goal will be evaluated by student satisfaction surveys, by observation, and by analyzing statistics on library use.

Objective #1.1

Status: in progress

The library will increase study space available to students by purchasing 16 study carrels and 32 chairs by the end of the 2016-17 academic year.

As of October 2015 funded was approved for eight (8) of the 16 study carrels and 25 chairs (minimum order), and for electrical work for the powered study c

The library has received the chairs and is awaiting the study carrels (10/3/16). The study carrels did not pass inspection by the vendor. The finish was not s

Resources Needed: Additional Budget

Requested Item: 8 2-sided study carrels and 16 chairs

Required for How Long: 1 time

Requested Amount: \$62,000.00

Description:

8 Goldfish Studio single double-sided carrels and 16 Falcon wood chairs to match existing carrels and chairs in the library

Supporting Rationale

The library's SAO #1 is: "Provide a safe, secure, comfortable environment conducive to learning." In the 2012 Campus Climate Survey of Students, students

Objective #1.2

Status: in progress

The library will create a "Popular Reading" area by shelving high interest, low reading level books in one place and purchasing comfortable reading chairs for the area. The books have been moved.

Librarians and library classified staff will select for purchase comfortable reading chairs by the end of the academic year 2016-17.

In September 2016, librarians and classified staff visited the vendor to assess appropriate chairs.

Existing Resources

The library applied for and received a Verizon grant for this purpose. Grant was funded. Librarians and library staff are currently evaluating and selecting for purchase.

Objective #1.3

Status: in progress

Increase student access to electronic library resources through the College network by increasing the number of electrical outlets to thirty. Run power to outlets.

During the Summer session 2016, 8 outlets were installed. The library still needs an additional 22 outlets installed.

Impact of Objective on Other Programs, Units, and/or Areas**Impact on the Facilities Program: Maintenance & Operations**

Electrician will need to run power to tables with existing outlets and install the new outlets.

Resources Needed: Additional Budget

Requested Item: 22 electrical outlets

Required for How Long: 1 time

Requested Amount: \$3,300.00

Description:

Per last facilities director, James Poper, outlets are about \$150 each.

Supporting Rationale

There are not enough electrical outlets available to students; those that are available are frequently inaccessible from student seating. Many study carrels have no outlets.

Objective #1.4

Status: in progress

The library dean/director will coordinate with Facilities to insure that 100% of the lighting in the library is working properly within one year.

In Fall 2015 the dean reviewed the library space and will continue to work with Facilities on this need since the problem has not been resolved. The dean has requested that the library be lit to support student learning.

Impact of Objective on Other Programs, Units, and/or Areas**Impact on the Facilities Program: Maintenance & Operations**

This request addresses Library SAO #1 - "The Library provides a safe, secure, comfortable environment conducive to learning." Lights in the book stacks have been dimmed to save energy.

Objective #1.5

Status: in progress

Improve seating and student productivity while using the computers in the library student computer commons.

Resources Needed: Additional Budget

Requested Item: 10 chairs

Required for How Long: 5 years

Requested Amount: \$4,200.00

Description:

Replace 10 student computer commons chairs every year for the next five (5) years. Purchase 10 "Requisite 24/7 Task Chair" (KLog item # ATCC-24) @\$420.

Supporting Rationale

This objective supports Library SAO #1: "The library supports a safe, secure, comfortable environment conducive to learning. The chairs in this area are used by students for study and research." The chairs in this area are used by students for study and research.

Objective #1.6

Status: in progress

Maintain excellent customer service to students while reshelving books. Install a multi-line Bluetooth wireless headset for the two phone lines in the library

Resources Needed: Additional Budget

Requested Item: Plantronics CS510 OTH MON headset

Required for How Long: 1 time

Requested Amount: \$415.00

Description:

A multi-line Bluetooth wireless headset to enable library circulation staff to take phone calls when away from the circulation desk.

Supporting Rationale

This objective supports Library SAO #1: "The library supports a safe, secure, comfortable environment conducive to learning. This headset will enable a circ

Objective #1.7

Status: in progress

Enable students to complete their assignments. Improve students ability to retrieve computer printouts in the Library. Replace the aging printers that requ

Resources Needed: Additional Budget

Requested Item: 2 Computer Printers

Required for How Long: 1 time

Requested Amount: \$3,281.04

Description:

Medium to high volume laser printer (b/w): HP P4014 model for student printers in the library. HP-P4014 quote for two printers is \$3,281.04. Quote prov

Supporting Rationale

Supports SAO # 1 and # 3. SAO #1: "The library supports a safe, secure, comfortable environment conducive to learning. SAO #3 "The library provides up-to

The library provides printing for students. The printers require near constant repairs from IT or the library tech. When the library is open the printers are i

Objective #1.8

Status: in progress

Create two (2) student group presentation/practice/collaboration rooms for larger student groups (up to 8-12 students in each room) in the library. Each ro

Impact of Objective on Other Programs, Units, and/or Areas

Impact on the Facilities Program: Maintenance & Operations

Facilities will need to remove and relocate mounted counters, install electrical and media outlets, mount equipment, create a wall with appropriate sound pi

Resources Needed: Additional Technology

Technology Classification: Technology Related to Facilities (e.g., Smart Classrooms, etc.)

Requested Amount: \$22,010.00

Description:

Projector (\$940.00/each), mount (\$275.00/each)screen (\$330.00/each), camera (\$1100), USB extender (\$550/each), control panel/processor (\$880.00/e

Reason:

To equip two (2) high-tech student group practice/presentation/collaboration rooms in the library.

Location: LR-206 and LR-207B

New or Replacement: New Installation

Services Required: Electricity, Internet Access, College Network Access, Software Support, Hardware Support

Technology Classification: Computer Hardware

Requested Amount: \$2,346.00

Description:

Two (2) PCs with webcam and video recording capabilities. Estimated provided by P. Ozima, Rio Hondo College IT department

Reason:

Students will have a PC in each room to practice presentations, record themselves (audio & visual). Students will be able to play back the presentations on a

Location: LR-206 and LR-207B

New or Replacement: New Installation

Services Required: Electricity, Internet Access, College Network Access, Software Support, Hardware Support

Technology Classification: Computer Hardware

Requested Amount: \$1,210.00

Description:

2 Document cameras for the high-tech presentation/practice room. Rough estimate of \$605.00 per each document camera supplied by Carlos Monteros, Ri

Reason:

Student groups will use the document camera to give practice presentations and study in groups.

Location: LR-206 and LR-207B

New or Replacement: New Installation

Services Required: Electricity, Software Support, Hardware Support

Resources Needed: Additional Space or Changes to Facilities

Requested Amount: \$0.00

Description of the project. Be as specific and thorough as possible.

Take areas LR-206 and LR-207B in the library and create 2 spaces for students to practice presentations and speeches. Students will have the ability to vide

Request for estimate sent to Facilities, awaiting response.

1. What is your unit's most compelling reasons for this request. Please include recommendations and supporting information from the Program Review Committee and or your program plan.

Student requests for such an area and the fact that many other colleges offer this service to students and Rio currently does not have a such a space that is av

2. Where is the physical location of the space (room number is preferred)?

LR-206 and LR-207B

Services Required:

Electricity

Objective #1.9

Status: being changed

Replace 36 in library room LR 224. Computers require constant repair.

Impact of Objective on Other Programs, Units, and/or Areas

Impact on the Information & Technology Services Program: Desktop Services, Training, and Support

IT department will need to prepare and install PCs.

Resources Needed: Additional Technology

Technology Classification: Computer Hardware

Requested Amount: \$40,325.76

Description:

Replace 36 PCs in the library (LR 224) with Lenovo Thinkstation M800 Desktop PCs. The location where new PCS are needed is in LR 224 (library instruct

Reason:

To improve student access to library resources and College resources and maintain librarians' ability to conduct library instruction sessions to students. In a

Location: LR-224

New or Replacement: Replace Existing

Services Required: Electricity, Internet Access, College Network Access, Software Support, Hardware Support

Goal #2 Short term (1 year) Corresponds with Institutional Goal # 1

Status: in progress

Description of Goal

The library will improve student access to library resources.

Evaluation of Goal

This goal will be evaluated by student satisfaction surveys and analysis of statistics on library use.

Objective #2.1

Status: in progress

The library will enhance its services and access to resources by filling two vacant classified positions, add a sixth librarian, and add a library administrator/d

Resources Needed: Additional Personnel**Position Classification: Classified**

Required for How Long: 1 time

Position Title: Library Online Systems Technician

Basic Position/Job Description:

The Library/Online Systems Technician requires both computer technician skills and library/media technician skills and knowledge

Estimated Salary Excluding Benefits: \$40,104.00

Supporting Rationale: Identify the basic need. Include specifically how your Program Review, Strategic Plan, Master Plan, Accreditation or other external review processes support this position. For permanent positions indicate what percentage you are recommending, i.e. this is a permanent position in Weekend College for 37.5%.

This is a replacement full-time (100%) position. The library/online systems tech retired four years ago and as a result students do not have technical assista

Position Classification: Administrator

Required for How Long: Ongoing

Position Title: Library Administrator - Dean

Basic Position/Job Description:

The Library administrator oversees and manages ongoing operations of the Library, including programs, services, resources, and staffing (library faculty and

Estimated Salary Excluding Benefits: \$124,767.00

Supporting Rationale:

A 100% full-time position. The Library has fallen behind in several areas and is in need of MLIS educated proven library administrator to guide and direct th

Position Classification: Classified

Required for How Long: Ongoing

Position Title: Library/Media Technician

Basic Position/Job Description:

Perform para-professional library technical duties relating to the circulation, acquisition, processing, and cataloguing of books and non-book materials. Cir

Estimated Salary Excluding Benefits: \$36,780.00

Supporting Rationale: Identify the basic need. Include specifically how your Program Review, Strategic Plan, Master Plan, Accreditation or other external review processes support this position. For permanent positions indicate what percentage you are recommending, i.e. this is a permanent position in Weekend College for 37.5%.

This is for a 100% permanent position to fill a vacant position. Listed in Library Program Review as a replacement position.

Position Classification: Full Time Faculty

Required for How Long: Ongoing

Position Title: Librarian

Basic Position/Job Description:

Librarians are responsible for building and maintaining print and electronic collections, the library website content, reference service and library instruction

Estimated Salary Excluding Benefits: \$55,966.00

Supporting Rationale: What are your most compelling reasons for this request? Include recommendations and documentation from recent program review or program plans to support your rationale.

This position is needed to service distance education students at the education centers and online students. This librarian would serve all the education centers

Objective #2.2

Status: in progress

In order to reshelve books safely and quickly the library will purchase new library booktrucks and step stools.

Resources Needed: Additional Budget

Requested Item: Library Book Trucks and Step Stools

Required for How Long: 1 time

Requested Amount: \$3,100.00

Description:

The library needs new book trucks and step stools to enable the library staff to safely and quickly reshelve books.

Supporting Rationale

With so few working book trucks and step stools, delays occur with reshelving and students may not be able to locate the books and materials they need. This

Goal #3 Short term (1 year) Corresponds with Institutional Goal # 1

Status: in progress

Description of Goal

The library will improve access to College archival materials through digitization of the entire run of El Paisano, the student newspaper, and other selected materials

Evaluation of Goal

Number of uses will be tracked and website statistics will be analyzed.

Objective #3.1

Status: in progress

Establish a separate budget line for the College Archives to enable the preservation of the College's historical materials.

Resources Needed: Additional Budget

Requested Item: \$1000 annual budget for College Archives

Required for How Long: Ongoing

Requested Amount: \$1,000.00

Description:

\$1,000 annual budget to slowly digitize slides, photos, etc., and to buy supplies necessary to preserve archival materials properly.

Supporting Rationale

The College Archives needs a budget to gradually preserve and improve access to the College's history. A small budget would enable the library to begin digitizing

Goal #4 Short term (1 year) Corresponds with Institutional Goal # 1

Status: in progress

Description of Goal

The library will update technology necessary for student learning.

Evaluation of Goal

This goal will be evaluated by student satisfaction surveys and by analyzing statistics on library use.

Objective #4.1

Status: in progress

Two new phone lines will be installed, one in each of the library instructions rooms, LR-224 and LR-230. 3 phones will be purchased for use in the instruct

Impact of Objective on Other Programs, Units, and/or Areas

Impact on the Information & Technology Services Program: Network/Infrastructure Support

The phone lines in LR-224 and LR230 are needed for security.

Resources Needed: Additional Budget

Requested Item: Three (3) phones

Required for How Long: 1 time

Requested Amount: \$1,155.00

Description:

Three Cisco IP Phones

Supporting Rationale

Phones are needed in the Archives Room (a phone line already exists) and in LR-224 and LR-230. This objective supports library SAOs to provide a safe env

Objective #4.2

Status: in progress

The library will add eBooks to the book collection and make them available to students.

Resources Needed: Additional Budget

Requested Item: ebooks

Required for How Long: 1 time

Requested Amount: \$5,000.00

Description:

Addition to library's budget to purchase ebooks

Supporting Rationale

This library currently has 260 eBooks, which are reference encyclopedias accessed via a database. The average community college library in California has n

Objective #4.3

Status: in progress

Purchase 10 computer headsets with microphones to assist library classified and librarians as they update skills and knowledge via webinars.

Resources Needed: Additional Budget

Requested Item: 10 computer headsets with mics

Required for How Long: 1 time

Requested Amount: \$450.00

Description:

Increasingly, workshops are held as webinars. Recently the entire library (staff and faculty) participated in a webinar. In order to participate in webinars yc

Supporting Rationale

Technology changes continuously and library employees need to keep abreast of this changes in order to assist and teach students. Librarians and library cl

Objective #4.4

Status: in progress

Replace aging printers at the Reference Desk, in librarian offices, and at classified staff desks.

Resources Needed: Additional Budget

Requested Item: 7 Computer Printers

Required for How Long: 1 time

Requested Amount: \$2,805.58

Description:

2 HP M447fdn (Reference Desk and Library Office)
5 HP P2035 (librarians and classified staff)

Supporting Rationale

These are replacement printers. All are more than 7 years old; and some are more than 9 years old. The current printers are breaking down and unrepairable. The added advantage for the Reference Desk is that a multi-function printer will allow librarians to provide a FAX service to students who need to FAX stud

Objective #4.5

Status: in progress

Purchase replacement DesignJet for sign-making function of the College.

Resources Needed: Additional Budget

Requested Item: HP DesignJet Z2600

Required for How Long: 1 time

Requested Amount: \$3,486.78

Description:

Replace aging DesignJet500. This printer is used to create signs and posters for the College.

Supporting Rationale

The DesignJet500 is more than 14 years old and needs frequent repairs. Additional reasons for replacing it are:

Less expensive supply & maintenance

Ink & print head: cost of the new toner & print head are less expensive

Paper: new driver will enable print nesting ~ less wasted paper

Better user interface and trouble shooting guide for end user

Ability to print straight from USB drive to printer

Print faster

Much better color rendition for graphic printing

Objective #4.6

Status: in progress

Purchase new Corel design software

Resources Needed: Additional Budget

Requested Item: CorelDRAW Graphics Suite X8 Education Edition

Required for How Long: 1 time

Requested Amount: \$120.00

Description:

To produce library handouts used in library instruction, library signage, library guides, etc.

Supporting Rationale

The version the Library is using is out of date and does not work with Microsoft 10. Price quoted in CollegeBuys.

Goal #5 Long term (2-5 years) Corresponds with Institutional Goal # 1

Status: in progress

Description of Goal

Provide excellent and innovative instruction in order to graduate information-competent students.

This goal supports all of the library's SLOs and the library's SAO #5: "Provide guidance and instruction in the use of library and other information resources

Evaluation of Goal

Student learning outcomes will be assessed and improved.

Objective #5.1

Status: in progress

Increase the number of library instruction sessions for classes by 10% each semester of academic year 2017-18 and beyond.

Resources Needed: Additional Personnel

Position Classification: Full Time Faculty

Required for How Long: 1 time

Position Title: Full-time librarian

Basic Position/Job Description:

100% full-time permanent Librarian

Estimated Salary Excluding Benefits: \$58,800.00

Supporting Rationale: What are your most compelling reasons for this request? Include recommendations and documentation from recent program review or program plans to support your rationale.

This is for a sixth full-time librarian position. A sixth librarian is needed to service distance education students at the education centers and online students.

Objective #5.2

Status: in progress

Develop online, on site, and at the point of need services for distance and online students in order to provide equal service to all students, especially those or

Resources Needed: Additional Personnel**Position Classification: Full Time Faculty**

Required for How Long: Ongoing

Position Title: Librarian

Basic Position/Job Description:

Librarian

Estimated Salary Excluding Benefits: \$58,000.00

Supporting Rationale: What are your most compelling reasons for this request? Include recommendations and documentation from recent program review or program plans to support your rationale.

Have not been able to accomplish the above needs with the current 4.6 Full-time librarians. 2 librarians are eligible for retirement and could retire soon. Se

Objective #5.3

Status: in progress

Purchase or subscribe to LibAnswers a virtual Reference software. A virtual chat/reference service will enable librarians to provide online reference to all st

Resources Needed: Additional Budget

Requested Item: LibAnswers - Online Reference Platform (software)

Required for How Long: Ongoing

Requested Amount: \$2,000.00

Description:

LibAnswers is an online/virtual Reference platform that will enable librarians to provide Reference service to all students, but especially to students at the e

Supporting Rationale

Most libraries provide online/virtual reference service. Librarians need to be able to provide virtual reference anywhere our students are. This product incl

Resources Needed: Additional Technology**Technology Classification: Computer Software**

Requested Amount: \$2,000.00

Description:

This is a virtual reference software platform to enable Librarians to answer reference questions via chat and text. This is a software service and won't requir

Reason:

Librarians want to be able to answer reference questions where ever students are; at an education centers, off-campus, in the library, etc.

Location: LRC second floor Reference Desk

New or Replacement: New Installation

Services Required: None

Goal #6 Long term (2-5 years) Corresponds with Institutional Goal # 1

Status: in progress

Description of Goal

The library will provide a safe physical environment for students and library staff

Evaluation of Goal

Each year the library staff will assess safety components in the library and provide feedback to library dean.

Objective #6.1

Status: in progress

Install door lock on door to library near LR-206 and LR-207B

Impact of Objective on Other Programs, Units, and/or Areas **Impact on the Facilities Program: Maintenance & Operations**

Facilities will need to install the door lock.

Resources Needed: Additional Budget

Requested Item: Lock for hallway door in Library

Required for How Long: 1 time

Requested Amount: \$150.00

Description:

Lock for Library door that leads to hallway between Library and LR-206

Supporting Rationale

When the office in LR-206 is open but the Library is closed anyone using the elevator can enter the Library through the unsecured door. This exposes the li

Resources Needed: Additional Space or Changes to Facilities

Requested Amount: \$300.00

Description of the project. Be as specific and thorough as possible.

Library door in the hallway near LR-206 is open (unlocked) when library is closed. There are other departments - FLEX/Grants Office using library space a

1. What is your unit's most compelling reasons for this request. Please include recommendations and supporting information from the Program Review Committee and or your program plan.

Create a safe and secure environment for students, librarians, and staff. Umpqua College comes to mind.

2. Where is the physical location of the space (room number is preferred)?

LR-206 and LR-207B

Services Required:

None

Objective #6.2

Status: in progress

Obtain "Active Shooter" training for all librarians and all staff. Faculty from the Administration of Justice program provide training each year to all librarians

Impact of Objective on Other Programs, Units, and/or Areas **Impact on the Public Safety Program: Administration of Justice**

Would require one or two faculty to prepare and deliver training to day, evening, and Saturday library employees.

Existing Resources

Expertise of Administration of Justice faculty will be used.

Appendix A

15 NEW DEGREE PROGRAMS - NEED ADDITIONAL LIBRARY RESOURCES

Advanced Engine Performance
Alternative Energy Technology
Alternative Fuels and Advanced Transportation Technology
Animation
Biology
Business Marketing
Commercial Art
English and Literature
Environmental Science
Heavy Equipment Technology
Honda Professional Automotive Career Training Program Specialization (PACT)
International Business
Logistics Management
Management and Supervision
Philosophy

1 B.A. PROGRAM - NEED ADDITIONAL LIBRARY RESOURCES

Automotive Technology

Individuals Who Participated in Developing this Plan

The following people acknowledge that they participated in the development of or reviewed this plan.

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3. Truong, Irene	Participant
4. Schilling, Joanna	Participant
5. Marzona, Judy	Participant
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7. Yount, Laurie	Reviewer
8. Telles, Elizabeth	Reviewer
9. Singh, Gina	Reviewer
10. Safavi, Tes	Reviewer
11. Rivera, Sandra	Reviewer
12. Rivas, Claudia	Reviewer
13. Oldham, Carolyn	Reviewer
14. Martinez, Rudy	Reviewer
15. Lodico, Keo-jye	Reviewer
16. Lam, Candy	Reviewer
17. Johnson, David	Reviewer
18. Guter, Bruce	Reviewer
19. Garcia, Patricia	Reviewer
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