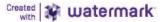# Annual Program Plan Fall 2020

**Library (Program)**

**Created on: 08/27/2020 02:47:00 PM EDT**
**Last Modified: 10/13/2020 03:58:09 PM EDT**

# Table of Contents

# General Information (Annual Program Plan Fall 2020)

# 1. Mission Statement

## 1.1 MISSION STATEMENT

Rio Hondo College Library honors the College mission, values the student learning experience, and embraces the diversity of our campus and surrounding communities by providing:· Prompt and unbiased assistance within a safe and welcoming environment;· Equitable access to academic resources and current technologies which support students' informational and educational needs;· Innovative library instruction, programming, and outreach designed to teach essential information literacy skills and promote lifelong learning; and· Preservation of the College's history through archival and special collections.

# 2. Program Description

## 2.1 PROGRAM DESCRIPTION

**a)** 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 instruction and with study spaces to support students in their academic endeavors.

Librarians and library classified staff have a strong commitment to provide students with the best service and resources possible. The library is open six days a week during each 16-week semester, four days a week during the summer sessions, and five days a week during the January Intersession. The library is open to students 243 days each year. Approximately 1,000 students each day come to the library to study, use computers, read, check out books, locate articles, and get assistance from professional librarians for research with print and online resources.

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 library (and frequently the campus) and library staff go out of their way to be sure that students receive friendly and courteous service and information necessary for them to successfully navigate the library and the campus.

SERVICES TO STUDENTS

The library annually provides thousands of students with a place to research and study using books, reserve textbooks, online research resources, periodical articles (in print and from online resources), DVDs and CDs. Students may study and collaborate in seven group study rooms.

There are 45 PCs available for students to do research using the online library catalog, online research resources, and the Internet, with librarians nearby to assist as needed. Students may also access their courses through CANVAS and use Microsoft Office programs (Word, Excel, PowerPoint, etc.).

Student computer workstations are on the MyPC reservation system; students sign in to use computers for 60-minute sessions. When necessary, librarians extend sessions. This system ensures that all students have equal access to computers in the very busy student computer commons. Through the library's website, students can search the library catalog for books (print and e-books) and access articles from the library's subscription databases whether they are on or off campus. Access to these electronic materials is available 24/7. Various tutorials, handouts, and other guides are available through the library's website. The library provides students with the ability to print (we have one color, two black and white) and use three photocopier machines.

Librarians are available at the Reference Desk to teach students how to locate, use, evaluate, and cite information resources needed to successfully complete their course work.

In addition, librarians frequently help students navigate AccessRIO and the college website to register for classes, apply for financial aid online, find their grades/transcripts, print out their class schedules, contact their instructors, access their classes in CANVAS, and solve a myriad of other issues. Librarians and the library computer operator assist students with Wi-Fi connectivity. Librarians and classified staff provide accurate answers to new and re-entry students' questions or refer them to the department that can.

SERVICES TO FACULTY

Faculty may place textbooks or other materials on reserve and check out multimedia equipment and videos to use in class. Librarians work with faculty on-campus to provide library instruction for all information literacy needs for their respective courses such as database usage, research strategies, keyword development, narrowing a topic, evaluating online resources, plagiarism, citation styles and accurately citing sources, etc. Librarians accommodate every faculty member's request to the best of their ability and have provided instruction in the library, in classrooms, at off-site educational centers,

and virtually through synchronous and asynchronous means. Librarians encourage faculty to bring their students to the library for workshops and library instruction sessions.

After a library instruction session, faculty may reserve a library instruction room for a return research visit with their class. Faculty are encouraged to consult with librarians during assignment construction to confirm that resources they require are held in the library and/or that the assignment contains elements that contribute to student success and information competency.

Additionally, librarians serve as Division Liaisons to provide personalized services such as purchasing materials to support courses and/or topics of study, creation of library research guides (LibGuides) to support course content which may include lists of resources (books, articles, databases, websites) as well as tutorials on how to access, use, and evaluate resources, and answering any library related questions.

Faculty may receive FLEX credit for time spent consulting with library faculty. Faculty, administrators, and staff have full borrowing privileges; interlibrary loan is also available.

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 history of the college. Students, faculty, staff, administrators, and members of the public may use the College Archives by making an appointment with the librarian/archivist. Each year, depending on the library's budget, archival storage materials (boxes, Mylar sleeves, gloves, files, pencils, clips) are purchased to store physical items (to archival standards), that are awaiting digitization. Proper archival storage will ensure that archives materials are preserved for future generations. Beginning in fall 2014, librarian/archivists began to prepare photographs for digitization. In Fall 2015, librarian/archivists started to digitize and describe a selection of historically significant College photographs. Several hundred have been digitized and are available at: https://www.flickr.com/photos/135204937@N03/albums. In addition, the College funded the professional digitizing and indexing of the complete run of the student newspaper, El Paisano (1964 - spring 2016). The digital versions finally became available via the Library website during Fall 2018.

**d)** The librarians participated in professional development by attending library related conferences focused on instruction or marketing and communications. One librarian participated in a grant provided by Distance Education by attending virtual classes on Adobe software in order to create materials that would assist and benefit students in an online learning environment.

**b)** The Rio Hondo College Library is located on the second floor of the Learning Resource Center (LRC) and is made up of 5 Full-Time Librarians, 9 Part-Time Librarians until May 2020, as well as 7 Full-Time Classified/Circulation staff and 1 Part-Time Classified/Circulation staff. The department is led by 1 Dean of Library and Instructional Support. Part-Time Librarians were not re-hired for the summer or fall semesters of 2020.

**e)** We met and/or made progress with these objectives:
*The library provides convenient access to books and other resources that support student learning.* AND
*The Library regularly evaluates the quality of library services and demonstrates that these services, regardless of location or means of delivery, support student learning.* AND
*Librarians provide guidance and instruction in the use of library and other information resources.*
Our access to books and other resources in the past year has not changed and we have attempted to provide additional access by increasing our Reserves collection and digital collection for students. We regularly evaluate the quality of our services and attempt to make changes where we can to improve those services. All library services are in support of student learning. On a daily basis librarians provide guidance and instruction on the use of the library and its resources through our Reference Desk interactions or our online support services such as email, chat, and text.

Of our resource requests, these were funded:
-

Replacement textbooks and additional textbooks for library's reserve collection.

- 
  Additional phones

- 
  Light switch in LR-230

None of our other requests were funded.

# 3. Outcomes

## 3.1 ASSESSMENT TIMELINE AND CLOSING THE LOOP

**File Attachments:**

1. **CTL LIB 101, Fall 2020.docx**  (See appendix)

## 3.2 PROGRAM OUTCOME STATEMENTS

### Library Program Outcomes

#### Outreach
The library promotes, and increases usage of, library resources and services through outreach.

##### Mapping

**Institutional level Outcomes (ILO):** IV. A. Research, analyze, evaluate, and utilize relevant information., IV. B. Effectively use appropriate research or technology tools or sources., V. B. Utilize college resources to support their educational goals.

#### Sufficient Information Resources
The library provides information resources in sufficient quantity, currency, depth, and variety to support the college curriculum.

##### Mapping

**Institutional level Outcomes (ILO):** II. B. Comprehend and interpret various types of written information., II. C. Utilize various media formats., IV. A. Research, analyze, evaluate, and utilize relevant information., IV. B. Effectively use appropriate research or technology tools or sources., V. B. Utilize college resources to support their educational goals.

#### Comfortable Environment
The library provides a safe, secure, comfortable environment conducive to learning.

##### Mapping

**Institutional level Outcomes (ILO):** IV. B. Effectively use appropriate research or technology tools or sources., V. B. Utilize college resources to support their educational goals., V. C. Feel a sense of connection to the college.

#### Up-to-date Technology
The library provides up-to-date technology to support student learning.

##### Mapping

**Institutional level Outcomes (ILO):** II. C. Utilize various media formats., IV. A. Research, analyze, evaluate, and utilize relevant information., IV. B. Effectively use appropriate research or technology tools or sources., V. B. Utilize college resources to support their educational goals.

**Convenient Access**

The library provides convenient access to books and other resources that support student learning.

> **Mapping**
>
> **Institutional level Outcomes (ILO):** IV. A. Research, analyze, evaluate, and utilize relevant information., IV. B. Effectively use appropriate research or technology tools or sources., V. B. Utilize college resources to support their educational goals.

**Regular Evaluation**

The Library regularly evaluates the quality of library services and demonstrates that these services, regardless of location or means of delivery, support student learning.

> **Mapping**
>
> **Institutional level Outcomes (ILO):** IV. A. Research, analyze, evaluate, and utilize relevant information., IV. B. Effectively use appropriate research or technology tools or sources., V. B. Utilize college resources to support their educational goals.

**Instruction**

Librarians provide guidance and instruction in the use of library and other information resources.

> **Mapping**
>
> **Institutional level Outcomes (ILO):** I. B. Demonstrate an understanding of course material., II. B. Comprehend and interpret various types of written information., II. C. Utilize various media formats., IV. A. Research, analyze, evaluate, and utilize relevant information., IV. B. Effectively use appropriate research or technology tools or sources., V. B. Utilize college resources to support their educational goals.

**Equal Access**

The library provides equal access to all students.

> **Mapping**
>
> **Institutional level Outcomes (ILO):** II. B. Comprehend and interpret various types of written information., II. C. Utilize various media formats., IV. A. Research, analyze, evaluate, and utilize relevant information., IV. B. Effectively use appropriate research or technology tools or sources., V. B. Utilize college resources to support their educational goals.

**Recognize Value of Library Services and Resources for Lifelong Learning**

As a result of participating in or using Rio Hondo College Library's resources, programs, and/or services, by the end of their college experience, students will recognize the value of library services and resources and plan to continue to use libraries to facilitate lifelong learning.

> **Mapping**
>
> **Institutional level Outcomes (ILO):** II. B. Comprehend and interpret various types of written information., II. C. Utilize various media formats., IV. A. Research, analyze, evaluate, and utilize relevant information., IV. B. Effectively use appropriate research or technology tools or sources., V. B. Utilize college resources to support their educational goals., V. D. Maintain and improve their personal health, wellness, and performance.

**Define Information Need and Develop Focused Thesis**

As a result of participating in or using Rio Hondo College Library's resources, programs, and/or services, by the end of their college experience, students will define their information need in order to develop a focused research thesis.

### Mapping

**Institutional level Outcomes (ILO):** IV. A. Research, analyze, evaluate, and utilize relevant information., IV. B. Effectively use appropriate research or technology tools or sources., V. B. Utilize college resources to support their educational goals.

## Select Appropriate Research Tools to Retrieve Relevant Information

As a result of participating in or using Rio Hondo College Library's resources, programs, and/or services, by the end of their college experience, students will select the most appropriate research tools (library catalog, databases, web search engines, etc.) to retrieve relevant information.

### Mapping

**Institutional level Outcomes (ILO):** IV. A. Research, analyze, evaluate, and utilize relevant information., IV. B. Effectively use appropriate research or technology tools or sources., V. B. Utilize college resources to support their educational goals.

## Use Various Research Tools to Locate and Access Information in Numerous Formats

As a result of participating in or using Rio Hondo College Library's resources, programs, and/or services, by the end of their college experience students will use various research tools to successfully locate and access information in numerous formats.

### Mapping

**Institutional level Outcomes (ILO):** II. B. Comprehend and interpret various types of written information., II. C. Utilize various media formats., IV. A. Research, analyze, evaluate, and utilize relevant information., IV. B. Effectively use appropriate research or technology tools or sources., V. B. Utilize college resources to support their educational goals.

## Evaluate the Relevance, Quality, and Credibility of Various Information Sources Using Critical Thinking and Problem-Solving Skills

As a result of participating in or using Rio Hondo College Library's resources, programs, and/or services, by the end of their college experience, students will evaluate the relevance, quality, and credibility of a wide variety of information sources using critical thinking and problem-solving skills.

### Mapping

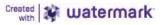**Institutional level Outcomes (ILO):** I. E. Apply various problem-solving approaches., IV. A. Research, analyze, evaluate, and utilize relevant information., IV. B. Effectively use appropriate research or technology tools or sources., V. B. Utilize college resources to support their educational goals.

## 3.3 NON-INSTRUCTIONAL PROGRAM OUTCOMES ASSESSMENT

## 3.4 NON-INSTRUCTIONAL PROGRAM OUTCOME FINDINGS

# 4. Data Analysis

## 4.1 DATA ANALYSIS

PERFORMANCE AND TRENDS
The Library remains a popular place for student learning. Approximately 1,000 students visit the library each day the library is open. More than 19,000 questions were answered by librarians and classified staff during the 2018-19 academic year. See library usage stats below:

### 2017 - 2018:

| STUDENT DATA | 2017 - 18 Fall | 2017 - 18 Spring | 2017 - 18 Summer | TOTAL 17-18 | USAGE DATA | 2017 - 18 Fall | 2017 - 18 Spring | 2017 - 18 Summer | TOTAL 17-18 |
|---|---|---|---|---|---|---|---|---|---|
| Student Enrollment | 20,216 | 20,596 | 10,282 | 51,094 | Databases | | | | |
| | | | | | PQD | 40,802 | 41,761 | 6,417 | 88,980 |
| Library Visitors | 106,190 | 97,220 | 15,007 | 218,417 | ARTstor | 1,559 | 2,399 | 1,274 | 5,232 |
| | | | | | Books In Print | 420 | 437 | 106 | 963 |
| Questions Asked | 10,740 | 9,327 | 2,206 | 22,273 | CINAHL | 2,719 | 2,798 | 733 | 6,250 |
| | | | | | Country Watch | 442 | 603 | 81 | 1,126 |
| Orientations | 100 | 90 | 19 | 209 | CQ Researcher | 1,018 | 1,305 | 159 | 2,482 |
| Students Total in Orientations | 2713 | 2408 | 522 | 5643 | Ebsco | 43,230 | 47,585 | 9,031 | 99,846 |
| | | | | | Films on Demand | 542 | 452 | 196 | 1,190 |
| Workshops | 34 | 34 | N/A | 68 | Gale Virtual Reference Library | 6,416 | 9,196 | 1,431 | 17,043 |
| Students Total in Workshops | 144 | 230 | N/A | 374 | GREENR | 309 | 266 | 87 | 662 |
| | | | | | LibGuides | 5,421 | 4,293 | 643 | 10,357 |
| Consults | 10 | 4 | 0 | 14 | Literature Resource Center | 1,242 | 1,588 | 237 | 3,067 |
| Students Total in Consults | 12 | 4 | 0 | 16 | | | | | |
| | | | | | Website uses | 166,164 | 157,842 | 37,874 | 361,880 |
| Students Total | 2869 | 2642 | 522 | 6033 | | | | | |
| | | | | | All Books usage | 4,662 | 4,253 | 1,058 | 9,973 |
| Room Use with Instructor | 69 | 72 | 70 | 211 | | | | | |
| Room Use Open Lab | 64 | 35 | 1 | 100 | Other Materials usage | 382 | 407 | 89 | 878 |
| Room Use Total | 133 | 107 | 71 | 311 | | | | | |
| | | | | | Reserves | 6,353 | 5,101 | 787 | 12,241 |
| Group study rooms | 7 | 7 | 7 | 7 | | | | | |
| Group study room usage | 5,590 | 5,491 | 446 | 11,527 | | | | | |
| Student seating | 311 | 311 | 311 | 311 | | | | | |
| Student computeres | 45 | 45 | 45 | 45 | | | | | |

### 2018-2019:

| STUDENT DATA | 2018 - 19 Fall | 2018 - 19 Spring | 2018 - 19 Summer | TOTAL 18-19 | USAGE DATA | 2018 - 19 Fall | 2018 - 19 Spring | 2018 - 19 Summer | TOTAL 18-19 |
|---|---|---|---|---|---|---|---|---|---|
| Student Enrollment | 20,207 | 21,035 | 9,417 | 50,659 | Databases | | | | |
| | | | | | PQD | 26,131 | 30,571 | 4,743 | 61,445 |
| Library Visitors | 76,102 | 94,144 | 15,202 | 185,448 | ARTstor | 3,849 | 8,834 | 3,285 | 15,968 |
| | | | | | Books in Print | 176 | 175 | 32 | 383 |
| Questions Asked | 9,168 | 8,359 | 1,635 | 19,162 | CINAHL | 2,129 | 3,065 | 216 | 5,410 |
| | | | | | Country Watch | 705 | 389 | 4 | 1,098 |
| Orientations | 101 | 107 | 25 | 233 | CQ Researcher | 697 | 1,284 | 95 | 2,076 |
| Students Total in Orientations | 2932 | 2984 | 541 | 6457 | Ebsco | 43,646 | 48,922 | 11,735 | 104,303 |
| | | | | | Films on Demand | 475 | 432 | 80 | 987 |
| Workshops | 34 | 40 | N/A | 74 | Gale Virtual Reference Library | 7,665 | 7,929 | 1,429 | 17,023 |
| Students Total in Workshops | 123 | 134 | N/A | 257 | GREENR | 334 | 0 | 0 | 334 |
| | | | | | LibGuides | 3,513 | 5,202 | 854 | 9,569 |
| Consults | 5 | 13 | 2 | 20 | Literature Resource Center | 1,567 | 1,831 | 259 | 3,657 |
| Students Total in Consults | 5 | 13 | 2 | 20 | Opposing Viewpoints in Contex | 11,618 | 16,593 | 3,798 | 32,009 |
| | | | | | Professional Collection | 272 | 371 | 60 | 703 |
| Students Total | 3060 | 3131 | 543 | 6734 | JSTOR | 3,229 | 8,379 | 1,695 | 13,303 |
| | | | | | Oxford Art | 362 | 885 | 32 | 1,279 |
| Room Use with Instructor | 65 | 75 | 64 | 204 | PsycArticles | 22,828 | 30,962 | 5,383 | 59,173 |
| Room Use Open Lab | 35 | 24 | 0 | 59 | SIRS | 33,716 | 45,751 | 2,481 | 81,948 |
| Room Use Total | 100 | 99 | 64 | 263 | SocINDEX | 1,688 | 1,183 | 896 | 3,767 |
| Group study rooms | 7 | 7 | 7 | 7 | Website uses | 157,589 | 164,354 | 37,813 | 359,756 |
| Group study room usage | 5,717 | 4,932 | 382 | 11,031 | All Books usage | 4,611 | 4,205 | 845 | 9,661 |
| Student seating | 311 | 311 | 311 | 311 | Other Materials usage | 341 | 424 | 78 | 843 |
| Student computeres | 45 | 45 | 45 | 45 | Reserves | 5,355 | 4,011 | 776 | 10,142 |

2019 - 2020:

| STUDENT DATA | 2019-20 Fall | 2019-20 Spring | 2019-20 Summer | TOTAL 19-20 | USAGE DATA | 2019-20 Fall | 2019-20 Spring | 2019-20 Summer | TOTAL 19-20 |
|---|---|---|---|---|---|---|---|---|---|
| Student Enrollment | 19,870 | 18,138 | 8,726 | 46,734 | Databases | | | | |
| | | | | | PQD | 57,691 | 31,431 | 5,842 | 94,964 |
| Library Visitors | 104,785 | 45,666 | 986 | 151,437 | ARTstor | 4,819 | 128 | 1,361 | 6,308 |
| | | | | | Books in Print | 70 | 0 | 0 | 70 |
| Questions Asked | 6,092 | 5,357 | 728 | 12,177 | CINAHL | 1,320 | 7,962 | 5,577 | 14,859 |
| | | | | | Country Watch | 15 | 12 | 0 | 27 |
| Orientations | 103 | 85 | 9 | 197 | CQ Researcher | 1,723 | 1,424 | 331 | 3,478 |
| Students Total in Orientations | 2926 | 2173 | 179 | 5278 | Ebsco | 50,754 | 30,347 | 8,684 | 89,785 |
| | | | | | Films on Demand | 611 | 1,300 | 385 | 2,296 |
| Workshops | 39 | 0*** | N/A | 39 | Gale in Context: Opposing Viewpoints | 13,340 | 10,606 | 1,737 | 25,683 |
| Students Total in Workshops | 170 | 0 | N/A | 170 | Gale Literature Resource Center | 1,744 | 1,880 | 422 | 4,046 |
| ***Scheduled workshops were not offered due to pandemic closure. | | | | | Gale Virtual Reference Library | 6,688 | 6,377 | 966 | 14,031 |
| Consults | 12 | 5 | 0 | 17 | Professional Collection | 382 | 292 | 58 | 732 |
| Students Total in Consults | 12 | 5 | 0 | 17 | LibGuides | 4,837 | 3,092 | 801 | 8,730 |
| | | | | | JSTOR | 6,652 | 7,903 | 2,671 | 17,226 |
| Students Total | 3108 | 2178 | 179 | 5465 | Oxford Art | 108 | 1,345 | 12 | 1,465 |
| | | | | | PsycArticles | 26,509 | 8,436 | 4,108 | 39,053 |
| Room Use with Instructor | 50 | 35 | 0 | 85 | SIRS | 8,638 | 10,381 | 3,131 | 22,150 |
| Room Use Open Lab | 34 | 9 | 0 | 43 | SocINDEX | 1,318 | 3,074 | 5,556 | 9,948 |
| Room Use Total | 84 | 44 | 0 | 128 | | | | | |
| | | | | | Website uses | 167,077 | 109,990 | 26,544 | 303,611 |
| Group study rooms | 7 | 7 | 7 | 7 | All Books usage | 3,593 | 1,670 | 57 | 5,320 |
| Group study room usage | 5,271 | 70** | 0** | 5,341 | Other Materials usage | 349 | 922 | 528 | 1,799 |
| Student seating | 311 | 311 | 311 | 311 | Reserves | 3,531 | 1,320 | 110 | 4,961 |
| Student computeres | 45 | 45 | 45 | 45 | | | | | |
| **before or due to pandemic closure | | | | | | | | | |

## OUTCOMES: COMFORTABLE ENVIRONMENT

Since moving into the new building in 2009 there has not been adequate seating in the library; at times many students can be found sitting on the floor and students have checked out reserve textbooks only to return them a few minutes later because they could not find anywhere to sit. This situation has improved somewhat by the purchase of eight study carrels and 25 chairs, delivered spring 2017. The library is still working on revamping the reading/seating area for Popular books and Graphic Novels.

## OUTCOMES: OUTREACH

Significant work has gone into increasing the library's social media presence since 2018. In two years, the library has increased its social media presence by posting regularly on three social media platforms on all news and events connected to the library. As such, the number of followers on Instagram has gone from around 100 to over 500 since 2018. The librarians continually promote the social media platforms at instruction sessions, workshops, and with faculty.

Additionally, print media has been updated to promote services to faculty and students. Flyers were distributed to faculty at FLEX day and to students during orientations, especially Library Scavenger Hunts.

## OUTCOMES: SUFFICIENT INFORMATION RESOURCES

Due to the high cost of textbooks, the library's reserve textbook program is very popular. We currently support over 275 classes with textbooks and other materials placed on reserve by instructional faculty. The Associated Students of Rio Hondo College (ASRHC) has donated money for several years to assist the library in purchasing textbooks for the reserve collection; otherwise, the library relies on instructor donations for this collection. Although the library did increase purchase of textbooks with general funds, all purchasing stopped due to COVID in the 19-20 academic year.

The library's book budget has remained almost unchanged over the past 40 years even as average book prices have continued to rise. 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 newer programs, for example, in alternative energy and environmental technology, are much higher than for the collection as a whole. Librarians are concerned with the book budget, already inadequate to serve student needs and now purchasing eBooks as well.
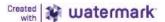
Demand for electronic resources (online research resources, eBooks, streaming media) has dramatically increased and are now vital to all students due to COVID as all students have transitioned to online learning. Previously, the district covered annual inflation costs in database subscription prices. Due to increasing subscription prices, the database budget needs an augmentation of funds. Our database costs for 2018-19 was over $99,800. For the 19-20 year, we canceled two subscriptions due to lack of usage and in-turn are subscribing to *LibWizard* to assist with library instruction assessment.

To continue to improve resources for students, librarians would like to add databases that faculty have requested (World History In-Context, and ProQuest Science Journals), but with the current budget we cannot make any additions without cancelling current subscriptions or transferring funds from other areas of the library budget. In previous years, funds from the book budget or periodicals budgets were used to support the database budget. In addition, in most previous years the President of the College has approved one-time budget augmentations. In order to provide access for all students, including those at the Education Centers, it is also necessary to purchase additional eBooks.

OUTCOMES: INSTRUCTION
In Fall 2018, both online and hybrid sections of LIB 101 were being taught. Because hybrid sections often had low enrollment, the class was often canceled. As such, our LIB 101 went entirely online and for Fall 2019 with 2 completely online sections. One section will always fill up but the second section has been up and down since its inception. Instructors of LIB 101 will continue to meet to discuss methods of evaluating course outcomes and decide on the most suitable one(s) for both sections.

# 5. Objectives & Resource Requests

## 5.1 OBJECTIVES

### Library Outcome Set

### Outreach
The library promotes, and increases usage of, library resources and services through outreach.

**Mapping**

**Institutional Goals & Objectives 2018-2019:** Objective 1.5, Objective 2.4

### Sufficient Information Resources
The library provides information resources in sufficient quantity, currency, depth, and variety to support the college curriculum.

**Mapping**

**Institutional Goals & Objectives 2018-2019:** Objective 1.1

### Comfortable environment
The library provides a safe, secure, comfortable environment conducive to learning.

**Mapping**

**Institutional Goals & Objectives 2018-2019:** Objective 1.1, Objective 3.1

### Up-to-date Technology
The library provides up-to-date technology to support student learning.

**Mapping**

**Institutional Goals & Objectives 2018-2019:** Objective 1.1, Objective 2.4, Objective 3.1

### Convenient Access
The library provides convenient access to books and other resources that support student learning.

**Mapping**

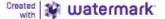**Institutional Goals & Objectives 2018-2019:** Objective 1.1, Objective 3.1

### Regular Evaluation
The Library regularly evaluates the quality of library services and demonstrates that these services, regardless of location or means of delivery, support student learning.

**Mapping**

**Institutional Goals & Objectives 2018-2019:** Objective 2.1

### Instruction

Librarians provide guidance and instruction in the use of library and other information resources.

### Mapping

**Institutional Goals & Objectives 2018-2019:** Objective 1.1

### Equal Access

The library provides equal access to all students.

### Mapping

*No Mapping*

## 5.2 FULL-TIME FACULTY REQUEST

## Actions

## Library Outcome Set

Objective

### Objective: Instruction

Librarians provide guidance and instruction in the use of library and other information resources.

**Action:** Hire 6th full-time librarian to increase library support for students and faculty

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Position Title & Program:** | Librarian - Library |
| **Rationale:** | This full-time library faculty request would represent a sixth full-time librarian position, and allow for the Library's other full-time librarians to focus on areas such as programming, outreach, service to students online and at the education centers, and assessment. These key areas have not received much-overdue attention because of consistent and prolonged understaffing. A sufficient number of full-time library faculty is also necessary so that librarians can participate in academic governance, as well as professional development and professional organization service, without disrupting library services. This position has been requested for approximately 20 years, and was actually approved about ten years ago, under Vice President Paul Parnell, but it has never been funded. |
| **Budget request amount:** | $100,000.00 |
| **Priority:** | High |

**Action:** Hire 7th full-time librarian to increase library support for students and faculty

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Position Title & Program:** | Librarian - Library |
| **Rationale:** | This full-time library faculty request would represent a seventh full-time librarian position, and allow for the Library's other full-time librarians to focus on areas such as programming, outreach, service to students online and at the education centers, and assessment. These key areas have not received much-overdue attention because of consistent and prolonged under-staffing. A sufficient number of full-time library faculty is also necessary so that librarians can participate in academic governance, as well as professional development and professional organization service, without disrupting library services. |
| **Budget request amount:** | $100,000.00 |
| **Priority:** | Medium |

**Action:** Hire 8th full-time librarian to increase library support for students and faculty

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Position Title & Program:** | Librarian - Library |
| **Rationale:** | This full-time library faculty request would represent a eighth full-time librarian position, and allow for the Library's other full-time librarians to focus on areas such as programming, outreach, service to students online and at the education centers, and assessment. These key areas have not received much-overdue attention because of consistent and prolonged under-staffing. A sufficient number of full-time library faculty is also necessary so that librarians can participate in academic governance, as well as professional development and professional organization service, without disrupting library service. |
| **Budget request amount:** | $100,000.00 |
| **Priority:** | Medium |

## 5.3 FULL-TIME CLASSIFIED REQUEST

## Actions

## Library Outcome Set

Objective

### Objective: Convenient Access
The library provides convenient access to books and other resources that support student learning.

## Action: Library Online Systems Technician

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Position Title & Program:** | Library Online Systems Technician - Library |
| **Basic Job Description:** | The Library Online Systems Technician requires both computer technician skills and library/media technician skills and knowledge. This position assists students and Library staff with technical problems related to computers and printing. The Library Online Systems Technician also assists with the Library website; solves problems related to the library services platform and electronic resources; and, along with other classified staff members, helps staff the Circulation Desk.<br><br>. |
| **Rationale:** | This is a replacement full-time (100%) position. The Library Online Systems Tech retired in 2010 and has never been replaced. As a result, students, librarians and staff do not have technical assistance in the library from 7 a.m. to 11 a.m., or any time the library's one Computer Operator is absent. Additionally, library faculty currently have to solve cataloging and systems problems previously taken care of by this classified position. |
| **Budget request amount:** | $60,000.00 |
| **Priority:** | High |

## Action: Library/Media Clerk

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Position Title & Program:** | Library/Media Clerk - Library |
| **Basic Job Description:** | The Library/Media Clerk provides general library/media assistance; performs a variety of library/media clerical duties related to the circulation of book and non-book materials; and provides general information and assistance to students and staff at the Circulation Desk. |
| **Rationale:** | The Library does not have nearly the number of clerks needed to staff the Circulation Desk for appropriate amounts of time. As a result, two clerks staff the Circulation Desk for twice as long as they should, which negatively impacts the work they are assigned to complete when off the desk. |
| **Budget request amount:** | $45,000.00 |
| **Priority:** | High |

## Action: Library/Media Technician

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Position Title & Program:** | Library/Media Technician - Library |
| **Basic Job Description:** | The Library/Media Technician performs paraprofessional technical and clerical duties relating to the circulation, acquisition, processing and cataloging of books, non-book media, and audio-visual equipment; receives, processes and shelves library materials; assists students and staff in the selection of library materials; and helps to staff the Circulation Desk. |
| **Rationale:** | This request would change a currently-unfilled part-time Library/Media Technician position into a full-time replacement position. The Library has an insufficient number of classified-staff to adequately staff the Circulation Desk. As a result, four technicians staff the Circulation Desk for far longer amounts of time than they should, which negatively impacts the work they are assigned to complete when off the desk. An additional Library/Media Technician would result in library materials ordered, received, and cataloged more quickly, and therefore available to students in a more timely manner. |
| **Budget request amount:** | $50,000.00 |
| **Priority:** | Medium |

## 5.4 FULL-TIME ADMINISTRATOR REQUEST

## 5.5 FACILITIES REQUEST

**Actions**

**Library Outcome Set**

Objective

### Objective: Sufficient Information Resources
The library provides information resources in sufficient quantity, currency, depth, and variety to support the college curriculum.

*No actions specified*

### Objective: Comfortable environment
The library provides a safe, secure, comfortable environment conducive to learning.

**Action:** Charging Locker

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| Rationale: | A 10-bay charging locker for safe and secure charging for laptops, tablets, and phones. Keypad locks with user generated codes. The request for additional electrical outlets has been on our Program Plan for many years. Facilities has only been able to install a few more outlets. We still do not have enough electrical outlets for students. At the January 2013 Board of Trustees meeting, the Board recommended that additional electrical outlets for students be installed in the library. The "Student Survey for Accreditation" conducted in October 2013 asked "How can the library be improved?" Eighteen students mentioned the need for more outlets, the fourth most common answer. This charging locker would provide a partial solution. |
|---|---|
| **Budget request amount:** | $6,600.00 |
| **Priority:** | High |

## Action: more electrical outlets

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| Rationale: | Facilities will install electrical outlets throughout student areas of the library. Per prior facilities director, James Poper, outlets are about $150 each. There are not enough electrical outlets available to students; those that are available are frequently inaccessible from student seating. Many study carrels have outlets on them that don't work because there is no power available to the area. At the January 2013 Board of Trustees meeting, the Board recommended that additional electrical outlets for students be installed in the library. Library Program Outcomes address providing equal access to all students, an environment conducive to learning, and up-to-date technology to support student learning. Access to electricity is basic to all of these outcomes. The "Student Survey for Accreditation" conducted in October 2013 asked "How can the library be improved?" Eighteen students mentioned the need for more outlets, the fourth most common answer. |
|---|---|
| **Budget request amount:** | $3,300.00 |
| **Priority:** | High |

## Action: Replace student desk lamps

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| Rationale: | 60 desk lamps, 30 wall plug adapters, 30 power strips with flat plugs. Many student study carrels are very dark at night. Students are literally sitting in the dark trying to study. The previous desk lamps were not sturdy, plugs broke when students during the day would yank them out to plug in their phones, and they required expensive replacement bulbs. We need replacement lamps that use common bulbs, and we need wall plug adapters and power strips so plugs on new lamps will be far less likely to get broken. |
|---|---|

**Budget request amount:**    $3,000.00

**Priority:**    High

---

## Objective: Up-to-date Technology

The library provides up-to-date technology to support student learning.

*No actions specified*

---

## Objective: Convenient Access

The library provides convenient access to books and other resources that support student learning.

**Action:** Adding electrical outlets and Ethernet network connections to the display cases.

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| Rationale: | The display cases set into the wall next to the Library entrance are regularly updated to provide informative displays highlighting important important subjects and topical events in the Library, at the College, and in society at large. With the addition of electrical outlets and Ethernet network connections, future displays and exhibits could be more dynamic, interactive, and engaging, by allowing the use of computers or tablets to show presentations, slideshows, or video content. |
|---|---|
| **Budget request amount:** | $500.00 |
| **Priority:** | Medium |

**Action:** Additional book trucks

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| Rationale: | Purchase three book trucks. One with 4 shelves, and two with 2 shelves. The library needs new book trucks to enable librarians and library staff to safely and quickly weed, re-shelve, and shift books. With so few working book trucks, delays occur with re-shelving and students may not be able to locate the books and materials they need. |
|---|---|
| **Budget request amount:** | $1,205.00 |
| **Priority:** | Medium |

**Action:** Additional Floor Signs

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Rationale:** | 6 additional floor signs are needed. The Library's existing floor signs are 10 years old and inadequate: they are far too small to accommodate signage that can be read from a distance, and beyond this many are falling apart, with stripped bolts that do not allow staff to tighten stands or signage. The result is crooked, leaning signs that are nearly impossible to read and look shabby. |
| **Budget request amount:** | $1,600.00 |
| **Priority:** | High |

### Action: Bulletin Boards

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Rationale:** | One of the most highly used spaces in the Library, the Copy Center represents an unused opportunity to advertise services and resources to students (and for students themselves to post information). This budget request would inform two bulletin boards for LR220—one enclosed, for staff use only; and one open board upon which any student could affix print documents. |
| **Budget request amount:** | $1,500.00 |
| **Priority:** | Medium |

### Action: Convert LR-206 and LR-207B to multi-media study rooms

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Rationale:** | Take areas LR-206 and LR-207B in the library and create 2 spaces for students to practice presentations and speeches. Facilities will need to remove and relocate mounted counters, install electrical and media outlets, mount equipment, create a wall with appropriate sound proofing, install a door with lock that remains locked as the Library group study rooms are.. A/V will need to install and calibrate the A/V equipment. IT is needed to install PCs. Cost estimate was requested from Facilities, still waiting for reply. |
| **Budget request amount:** | $0.00 |
| **Priority:** | Medium |

### Action: Library Signage

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| **Rationale:** | Currently there is no sign to indicate that the Library is on the second floor of the Learning Resource Center—as opposed to every other division, the Library does not have an external, all-caps, aluminum sign to indicate where it is, exactly. The result is that very frequently students and visitors are confused about the Library's location. This budget request would inform a sign for the LIBRARY that would be placed on the side of the "bridge" between LR209 and LR201B (LR202) and which would match the existing, aforementioned signage around campus. |
|---|---|
| **Budget request amount:** | $2,500.00 |
| **Priority:** | High |

### Action: Stand-Up Table/Workstation

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| **Rationale:** | Stand-up table or workstation with keyboard tray |
|---|---|
| **Budget request amount:** | $500.00 |
| **Priority:** | Medium |

**Objective: Regular Evaluation**

The Library regularly evaluates the quality of library services and demonstrates that these services, regardless of location or means of delivery, support student learning.

*No actions specified*

## 5.6 TECHNOLOGY REQUEST

## Actions

### Library Outcome Set

Objective

**Objective: Sufficient Information Resources**

The library provides information resources in sufficient quantity, currency, depth, and variety to support the college curriculum.

*No actions specified*

**Objective: Comfortable environment**

The library provides a safe, secure, comfortable environment conducive to learning.

**Action:** Additional phones

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Rationale:** | Two new phone lines will be installed, one in each of the library classrooms, LR-224 and LR-230. Two Cisco IP phones will be purchased for use in the classrooms. The phone lines and phones in the LR-224 and LR230 classrooms are needed for security. |
| **Budget request amount:** | $1,155.00 |
| **Priority:** | Medium |

**Objective: Up-to-date Technology**
The library provides up-to-date technology to support student learning.

**Action:** Additional printers

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Rationale:** | Two printers. Similar to HP P2035. Two librarians need a printer and currently do not have any printer. The printers are vital to librarian work. |
| **Budget request amount:** | $400.00 |
| **Priority:** | Medium |

**Action:** Document Scanner

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Rationale:** | Librarians often need to scan multiple page documents to transfer into digital files. The Library currently has no technology that performs this function. A document scanner will assist with this function which can additionally be used by librarians to assist students with the same need and can potentially be used to scan documents for archival purposes. |
| **Budget request amount:** | $900.00 |
| **Priority:** | Low |

**Action:** Headsets with built-in microphones for office workstation computers.

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Rationale:** | With the increase in remote/online student services and instruction as well as work collaboration, having a webcam is essential to fully participate in video meetings, to record presentations, or to teach online synchronously. Headsets with built-in microphones improve the listening and recording of such audio, while minimizing the impact on neighboring staff, especially in LR 232 with its open floor plan and cubicles. Unlike laptops, desktop computers do not typically come with microphones, as these must be purchased separately. Each Library staff workstation computer should have its own accompanying headset, which means acquiring at least twenty-two (22) headsets. |
| **Budget request amount:** | $880.00 |
| **Priority:** | High |

**Action:** High-Speed Book Scanner

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Rationale:** | Bookeye 4 V2 Kiosk Color Scanner. This scanner would make it much easier for students, faculty and staff to scan book materials. KIC's color Bookeye 4 scanners have both flat and V-cradle modes, can perform several million scans and handle oversized materials up to 17 x 24 inches in black & white, grayscale or full color. That's several 100 times more output than typical desktop scanners. A high speed book scanner will help to minimize use of paper and toner. |
| **Budget request amount:** | $17,000.00 |
| **Priority:** | Medium |

**Action:** Replace People Counter Gates

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Rationale:** | Now ten years old, the Library's Bibliotheca/3M gates are beginning to fail, and since parts are no longer being manufactured for this equipment, increasingly expensive to repair. The Library must be able to show how many students are using the facility, and people counter gates provide hard data to help with funding requests for facilities and staffing, to say nothing of planning for demand, or the fact that the annual, Title 5-required Library report to the chancellor's office includes a question about "gate count." In short, operating people counter gates are fundamental, crucial pieces of equipment that the College must replace soon. The budget request amount is based upon a Bibliotheca/3M quote from March 2020. |

**Budget request amount:**     $42,200.00

**Priority:**     High

---

**Action:** Slides and Negatives Scanner for Archives

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| **Rationale:** | Scanner capable of scanning slides and negatives. A Slides and Negatives Scanner is needed so we can digitally preserve historical college materials currently in slide and negative format in our Archives. |
| --- | --- |
| | https://plustek.com/usa/products/film-and-photo-scanners/opticfilm-8100/ |
| | https://www.amazon.com/Plustek-OpticFilm-Digitizer-Resolution-Photograph/dp/B009PHCWL4/ref=sr_1_6?keywords=plustek&qid=1571357448&sr=8-6 |
| **Budget request amount:** | $385.00 |
| **Priority:** | High |

---

**Action:** Upgrade 22 staff desktop computers

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| **Rationale:** | Replace 22 staff computers in LR232. Lenovo Thinkstation M800 Desktop PCs or current similar. These computers are old, and they are all 32 bit Win 7 machines that cannot be upgraded to Win 10. The budget request amount would purchase 22 staff computers in LR232. |
| --- | --- |
| **Budget request amount:** | $27,962.00 |
| **Priority:** | High |

---

**Action:** Webcams for office workstation computers.

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| **Rationale:** | With the increase in remote/online student services and instruction as well as work collaboration, having a webcam is essential to fully participate in video meetings, to record presentations, or to teach online synchronously. Unlike laptops, desktop computers do not typically come with webcams, as these must be purchased separately. Each Library staff workstation computer should have its own webcam, which means acquiring at least twenty-two (22) webcams. |
| --- | --- |

**Budget request amount:**     $2,200.00

**Priority:**     High

---

**Objective: Convenient Access**

The library provides convenient access to books and other resources that support student learning.

**Action:** Bluetooth headset

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

**Rationale:**     A multi-line Bluetooth wireless headset to enable library classified staff to take phone calls when away from the circulation desk. Plantronics CS510 OTH MON headset, or similar. The classified staff is currently limited to the tasks they can do in the library while also taking phone calls. When the library is closed they still need to answer the phone, including calls from students who are barred from registration due to library materials that have not been returned. This Bluetooth headset would increase productivity of library staff and improve service for students.

**Budget request amount:**     $225.00

**Priority:**     Medium

---

**Objective: Regular Evaluation**

The Library regularly evaluates the quality of library services and demonstrates that these services, regardless of location or means of delivery, support student learning.

*No actions specified*

## 5.7 INSTRUCTIONAL EQUIPMENT REQUEST

## Actions

**Library Outcome Set**

Objective

**Objective: Sufficient Information Resources**

The library provides information resources in sufficient quantity, currency, depth, and variety to support the college curriculum.

**Action:** Reimburse book budget losses

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Rationale:** | Reimburse $20,000 that was lost from the library book budget in 2017-18. In AY 2017-18, $20,000 of the Library's book acquisitions budget was returned to the general fund, and resources were negatively impacted by this unexpected loss of nearly half the annual budget. The Library's annual book budget of $45,000 has not been increased for over 20 years despite rising costs of books, and their different formats (the book acquisitions budget now covers both print and electronic books). |
| **Budget request amount:** | $0.00 |
| **Priority:** | |

**Objective: Comfortable environment**

The library provides a safe, secure, comfortable environment conducive to learning.

*No actions specified*

**Objective: Up-to-date Technology**

The library provides up-to-date technology to support student learning.

**Action:** iPads for mobile instruction

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Rationale:** | In order to increase student participation in library lessons and activities, as well as to increase mobile learning and diverse group work, iPads are necessary to facilitate the lessons, activities, and learning. 15 iPads are enough for a class of 30 to work in pairs or a larger class to work in groups of 3. |
| **Budget request amount:** | $5,500.00 |
| **Priority:** | Medium |

**Action:** Replace Desktop Scanners for Students

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Rationale:** | Two Fujitsu ScanSnap SV600 Contactless Scanners, or equivalent https://fujitsuscannerstore.com/pa03641-b305/ We need to upgrade our two student scanners. These scanners are not only easier to use and faster at scanning, but students who want to scan books, magazines, or newspapers can do so without damaging the materials themselves. |

**Budget request amount:**       $1,320.00

**Priority:**       High

---

**Action:** Replace iMac

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Rationale:** | Current iMac. The library has one iMac, at the reference desk, for students who need to use Photoshop. It is a 2009 machine that needs replacing. |
| **Budget request amount:** | $1,800.00 |
| **Priority:** | Medium |

---

**Action:** Upgrade 21 Laptops for Checkout to Students

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Rationale:** | Replace 21 laptops, with DVD drives, for checkout to students. These 64-bit laptops were purchased in 2015. They are actually among the newest computers in the library. However, they get very heavy use. During 2018-19 they were checked out 2,385 times. They do not have DVD drives that students often need, especially as the library discards televisions. They have problems that need to go to IT for repair. Students depend on these laptops, often all the library computer commons desktops are being used. Students also use them for group study in our study rooms. |
| **Budget request amount:** | $26,700.00 |
| **Priority:** | High |

---

**Action:** Upgrade 34 LR230 Laptop Computers

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Rationale:** | Replace 34 laptop computers in LR230. These are 32 bit Win 7 laptops that cannot be upgraded to Win 10. They are slow and sometimes will not boot up. They were purchased in 2014. The students need working computers for library instruction. |
| **Budget request amount:** | $43,200.00 |
| **Priority:** | High |

---

**Action:** Upgrade 47 student desktop computers

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Rationale:** | Replace 47 student desktop computers. Lenovo Thinkstation M800 Desktop PCs or current similar. These computers are old, the USBs don't work on many on them and they need frequent repair. They are all 32 bit Win 7 machines that cannot be upgraded to Win 10. This request would replace 33 student computers in LR224 classroom, and 17 student computers in the Computer Commons. |
| **Budget request amount:** | $59,738.00 |
| **Priority:** | High |

---

**Objective: Convenient Access**

The library provides convenient access to books and other resources that support student learning.

### Action: additional whiteboards

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Rationale:** | Four double-sided 5' W x 4' H rolling whiteboards.<br>Frequent student requests for rolling whiteboards in the study rooms. Two study rooms do not have a rolling whiteboard. Often all whiteboards we have are being used. |
| **Budget request amount:** | $2,000.00 |
| **Priority:** | Medium |

### Action: Equipment for 2 multi-media rooms

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Rationale:** | Projector ($940.00/each), mount ($275.00/each)screen ($330.00/each), camera ($1100), USB extender ($550/each), control panel/processor ($880.00/each), equipment rack ($275.00/each), switcher/scaler ($880.00/each), speakers ($385.00/each), amplifier ($660.00/each), mic ($220.00/each, preamp ($110.00/each), cables ($1,100.00/each room), and installation ($3,300.00/each room), 2 Document cameras ($1210.00). Rough estimates provided by C. Monteros, Rio Hondo, AV Department. Plus Two (2) PCs with webcam and video recording capabilities. ($2,346.00), Estimate provided by P. Ozima, Rio Hondo College IT department. |
| **Budget request amount:** | $25,566.00 |
| **Priority:** | Medium |

---

**Action:** Improve 7 study rooms with audio/visual technology to assist in 21st century learning

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Rationale:** | Study rooms currently have no technology to assist students with studying, presentation preparation, and/or 21st century tools for learning. Based on estimates and recommendations provided by C. Monteros from audiovisual, each room requires displays ($700), mounts ($300), cabling ($1,000), audio ($2,500), and hardware ($1,000). |
| **Budget request amount:** | $38,500.00 |
| **Priority:** | High |

**Objective: Regular Evaluation**

The Library regularly evaluates the quality of library services and demonstrates that these services, regardless of location or means of delivery, support student learning.

**Action:** LibWizard software subscription

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Rationale:** | As a software companion to LibGuides (which the library uses and subscribes to), the LibWizard application provides the ability to create online surveys, forms, quizzes, and tutorials. This tool would enhance library instruction by giving us the ability to provide self-paced, asynchronous workshops and tutorials to students. In addition, we could increase the library's assessment capabilities through the use of LibWizard's quizzes and surveys. |
| **Budget request amount:** | $1,150.00 |
| **Priority:** | High |

## 5.8. BUDGET AUGMENTATION REQUEST

## Actions

**Library Outcome Set**

Objective

**Objective: Sufficient Information Resources**

The library provides information resources in sufficient quantity, currency, depth, and variety to support the college curriculum.

## Action: Augment Online Databases Budget

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Rationale:** | Increase annual online databases budget. |
| **Budget request amount:** | $30,000.00 |
| **Priority:** | High |

## Action: College Archives supply budget

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Rationale:** | Establish a separate supplies budget line for the College Archives to enable the preservation of the College's historical materials. The College Archives requires a supply budget so the Library can gradually preserve and improve access to material related to the history of the College. A small budget would enable the library to begin digitizing photos, slides, VHS, and other historically significant items before they degrade too far to be preserved. As it stands there is no money in the Library's supply budgets to cover existing needs and the supplies required by the College Archives. |
| **Budget request amount:** | $1,000.00 |
| **Priority:** | Medium |

## Action: Textbooks

**This Action is associated with the following Findings**

No supporting Findings have been linked to this Action.

| | |
|---|---|
| **Rationale:** | Replacement textbooks and purchase additional textbooks for library's reserve collection. Most years the Associated Students of Rio Hondo College (ASRHC) donates $3,500 for the library to purchase textbooks. At current textbook prices that does not buy many books. Some of our textbooks are falling apart and need replacing. We get many requests from students for textbooks that we do not have. It would help our low-income students and improve student equity if the college could match what the student government donates. |
| **Budget request amount:** | $3,500.00 |
| **Priority:** | High |

**Objective: Comfortable environment**

The library provides a safe, secure, comfortable environment conducive to learning.

*No actions specified*

---

**Objective: Up-to-date Technology**
The library provides up-to-date technology to support student learning.

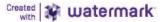*No actions specified*

---

**Objective: Convenient Access**
The library provides convenient access to books and other resources that support student learning.

*No actions specified*

---

**Objective: Regular Evaluation**
The Library regularly evaluates the quality of library services and demonstrates that these services, regardless of location or means of delivery, support student learning.

*No actions specified*

# 6. Program Plan Submission

## 6.1. ANNUAL PROGRAM PLAN ATTACHMENT

> **File Attachments:**
>
> 1. **Final Program Plan 2020.pdf**

# Appendix

---

A. **CTL LIB 101, Fall 2020.docx** (Word Document (Open XML))

---