

Annual Library Data Survey for 2016-17

1. The California Community Colleges Chancellor's Office Annual Library Data Survey is the instrument used to fulfill the mandate pursuant to California Code of Regulations, Title 5, Division 6, Chapter 6, Subchapter 9, Section 55800.

Please select today's date.

03/28/2018

2. GENERAL INFORMATION

1. Select the California Community College District.

San Mateo County

3. General Information (p2 continued)

2. Select the California Community College.

San Mateo, College of

4. GENERAL INFORMATION (p3 Continued)

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

First Name

Elnora

Last Name

Tayag

Title

Director of Learning Commons

E-Mail

tayage@smccd.edu

Telephone Number (xxx-xxx-xxxx)

650-574-6569

Telephone Ext

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

No

5. Enter the contact information for the person completing this survey.

First Name

Tracey

Last Name

Gilfether

Title

Library Support Specialist

E-Mail

gilfethert@smccd.edu

Telephone Number (xxx-xxx-xxxx)

650-574-6106

Telephone Ext**5. LIBRARY FACILITY**

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

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

23492

7. Number of Library controlled areas.

Only include areas that are:

- 1) controlled by the Library or
- 2) where the Library is responsible for scheduling the use of the area or activity.

Classrooms : 1

Computer Workstations (include tablets & laptops) : 88

Study Rooms : 0

Total : 89

8. Number of seats?

Only include seats in areas:

- 1) controlled by the Library or
- 2) where the Library is responsible for scheduling the use of the area or activity.

Library (include ALL seats in labs and study rooms) : 256

Laboratories : 0

Classrooms : 40

Study Rooms : 0

Total : 296

6. LIBRARY PERSONNEL

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

Academic Administrator (e.g. Dean or Director)

10. Does the person responsible for the day-to-day administration of the Library have a Library degree? (MLS, MLIS, or PhD in Library Science)

Yes

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

Ph.D.

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

(Check all that apply)

Release/Reassign time

13. Number of personnel?

Librarians (full-time) : 3
Librarians (part time) : 7
Classified Staff : 5
Classified Staff (part time) : 2
Students : 5
Total : 22

14. Total FTE in FY 2016-17?

(1 FTEF = full-time equivalent faculty [full-time load for a librarian])

To compute FTE for employees, take the number of hours worked by employee and divide it by the number of hours considered by the reporting Library to be full-time work in the category (usually determined by a bargaining unit contract).

For example: an employee who worked 10 hours/week

A part-time librarian has a 35 hour contract week that would compute to: $10/35 = .29$ FTE

A full-time librarian has a 40 hour contract week that would compute to: $10/40 = .25$ FTE

Faculty : 5.44
Classified Staff : 4.17

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

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

2

7. LIBRARY EXPENDITURES

16. Amount of Book Expenditures (In Dollars)

Books are defined as nonperiodical printed publications bound in hard or soft covers or in looseleaf format, or as e-books.

General Fund (state apportionment) : \$20000
Lottery : \$34817
Total : \$54817

Specify Source of Other:

17. Amount of Print Periodicals Expenditures (In Dollars)

Print Periodicals are defined as publications in any medium intended to appear indefinitely at regular or stated intervals,
generally more frequently than annually. Includes newspapers.

Lottery : \$46715
Total : \$46715

Specify Source of Other:

18. Amount of Audiovisual Media Expenditures for subscriptions (In Dollars)

AV Media is defined as videotapes, DVDs, CDs, films on reels, streaming media, audiocassettes, audiocartridges, audiodisks, talking books, etc.

Subscriptions:

Lottery : \$10660

Total : \$10660

Specify Source of Other:

19. Amount of Audiovisual Media Expenditures for purchases (In Dollars)

AV Media is defined as videotapes, DVDs, CDs, films on reels, streaming media, audiocassettes, audiocartridges, audiodisks, talking books, etc.

Purchases:

Total : \$0

Specify Source of Other:

8. LIBRARY COLLECTION

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

2000 : 67%

2010 : 83%

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

1789

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

Audiovisual Materials (titles) : 55147

EBooks (owned) : 14089

Print Periodical Subscriptions : 66381

Print Titles : 58155

Total : 193772

23. Number of the following added to the collection?

Audiovisual Materials : 1

EBooks : 144955

Total : 144956

24. Textbook Sources

Does the Library have textbook reserves?

Yes

Identify the sources of the textbooks.

(Check all that apply)

Donation(s) from Faculty

What is the amount of textbook expenditures?

\$0.00

25. Open Education Resources (OER) instructional materials

Does the collection include a print copy of OER instructional materials?

No

If yes, enter the associated discipline, number of sections and number of OER materials in that discipline.

Discipline	Number of course sections	Number of OER materials
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26. Patron Driven Acquisition

Does the college have a patron driven acquisition (PDA) from an intermediate service? (e.g. ProQuest)

No

If Yes, indicate the intermediate service or vendor.

9. LIBRARY SERVICES

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

Report the number of people entering the Library (include people attending activities and meetings as well as those requiring no staff services).

Format: x,xxx

98160

28. Select term for which information is reported

Fall

29. Number of hours open during the term indicated above?

	Hours of operation eg: 7:00 am -12:00 am	Total # of Hours
Monday	7:45 am - 7:00 pm	11.25
Tuesday	7:45 am - 7:00 pm	11.25
Wednesday	7:45 am - 7:00 pm	11.25
Thursday	7:45 am - 7:00 pm	11.25
Friday	7:45 am - 3:00 pm	7.25

30. Indicate hours open on the weekend during the term indicated above?

	Hours of operation eg: 7:00 am -12:00 am	Total # of Hours
Saturday	10:00 am - 2:00 pm	4
Sunday	n/a	n/a

31. Do you have a Winter inter-session?

No

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

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

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

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

32. Number of hours open during your Summer session?

	Hours of operation eg: 7:00 am -12:00 am	Total # of Hours
Monday	9:00 am - 7:00 pm	10
Tuesday	9:00 am - 7:00 pm	10
Wednesday	9:00 am - 7:00 pm	10
Thursday	9:00 am - 7:00 pm	10
Friday	n/a	n/a

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

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

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

No

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

Yes

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

Yes

37. Number of hours on-site Reference Services available during a typical week in the Summer and/or Winter intersessions?

Choose a typical week of operation during the summer or winter session and list the number of hours for the week. If Summer or Winter intersession were not conducted, write "No intersessions conducted"

Hours during Winter inter-session : No intersessions conducted

No Winter inter-session conducted (Enter No) : No

Hours during Summer session : 40

38. Total number of weekend hours Reference Service provided?

	Total # of Hours
Saturday	4
Sunday	0

39. Is Online Reference Service provided 24 hrs?

No

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

40. Reference Transactions

A reference transaction is an information contact that involves the use, recommendation, interpretation, or instruction in the use of

one or more information sources, or knowledge of such sources, by a member of the reference/information staff.

Do not include:

directional/operational questions, such as directions for locating restrooms, carrels or telephone, or library staff

locating materials for which the user has the call number;

supplying materials such as paper and pencils

assisting users with the operation of printers and photocopiers

Number of Reference Transactions

Format: x,xxx

1577

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

Actual

41. Number of Circulation Transactions?

a) Books and other materials report the circulation of all books, periodicals and audiovisual media for which a loan record is

created. Do not include reserve materials.

b) Reserves Report all reserve loans, including books and photocopied materials.

Books : 3661

Reserves : 2296

In-House Use : 2574

Audiovisual (A/V) : 928

Periodicals : 443

Total : 9902

42. Number of Interlibrary Loan (ILL) transactions?

Transaction in which library materials or copies of library materials are made available by the library to another upon request.

Examples of ILL requests include OCLC, ALA form or patron initiation.

Inter library loan services

Total inter-library loans and documents provided to other libraries : 7440
Total inter-library loans and documents received from other libraries : 2022
Total : 9462

43. Orientations, Tours, Workshops and Lectures for students.

Include all library orientations, tours, workshops and lectures for students given in the Library, other classrooms and other areas on campus.

Number of the following:

Orientations : 235
Tours : 0
Workshops : 3
Lectures : 0
Student Participants (Total) : 3077

44. Library Instruction Credit Courses

(Include all Library related courses taught by library faculty, whether they are in the library or another location on campus.)

Indicate the number of the following:

Courses offered : 1
Course Sections available : 7
Students completed : 156

10. AUXILIARY INFORMATION

45. Please share any questions that should be considered as additions to this survey that identify/validate the impact of Library and

Learning Resources Programs on students.

Add the question(s) under the associated survey section.

Library Facility

Library Personnel

Library Expenditures

Library Collection

Library Services

46. Indicate the top-2 choices of the best time for the Chancellor's Office to send this survey to the CCCs for completion.

	Survey Release Month	Survey Due Month
Choice#1		
Choice#2		