California Community Colleges Library/Learning Resources 2013-14 Data Survey

1. The California Community Colleges Annual Data Survey. This survey is mandated by Title 5, Section 55800

Please select today's date.

05/05/2015

2. Introduction

1. Please indicate the district and college.

District

Peralta

College

Merritt

2. Library program director or administrator:

First Name

Nghiem

Last Name

Thai

Title

Library Department Chair

E-Mail

nthai@peralta.edu

Telephone Number

(510) 436-2461

3. Person filling out the survey

First Name

Nghiem

Last Name

Thai

Title

Library Department Chair

E-mail

nthai@peralta.edu

Telephone Number

(510) 436-2461

3. General Library Program Information

4. What is the net assignable area (square feet)?
Note: Only include space dedicated for library operations, regardless of budget source

17,000

5. How many study rooms?
Note: Only include rooms that are controlled by the Library or where the Library is responsible for scheduling the use of the room or activity.

3

6. How many seats in the study rooms are controlled by the Library?
Note: Count seats in rooms controlled by the Library or where the Library is responsible for scheduling the use of the room or activity.

20

7. How many seats in your building (include ALL seats including labs and study rooms)?

170

8. How many seats in Library controlled classrooms?

0

9. Number of computer workstations in the library? (Including tablets and laptops)

24

4. Operating Expenditures 2013-14

10. Book Expenditures (In Dollars)

Books are defined as nonperiodical printed publications bound in hard or soft covers, or in looseleaf format. Do not include ebooks.

General Fund (State apportionment)

0

Non-General Fund

0

District Grant

1,880

Instructional Equipment

18,355

Basic Skills

0

Perkins

0

Lottery

0

Other (Please specify)

0

11. E-Book Expenditures (In Dollars)

EBooks are defined as the number of electronic full text monographs that the library offers to its users and for which

the library pays some fee for access either through an individual institutional licensing contract with the provider or through other arrangements (e.g. library funded consortia or through state or national purchasing plans). This includes electronic books purchased through vendors, and electronic books that come as part of aggregate services. Exclude locally digitalized electronic books, electronic theses and dissertations, locally created digital archival collections, and other special collections. Do not include machinereadable books distributed by CDROM, or accompanied by print books.

General Fund (State apportionment)

0

Non-General Fund

0

District Grant

0

Instructional Equipment

0

Basic Skills

0

Perkins

0

Lottery

1,750

Other (Please specify)

0

12. 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.

General Fund (State apportionment)

5,905

Non-General Fund

0

District Grant

0

Instructional Equipment

0

Basic Skills

0

Perkins

0

Lottery

0

Other (Please specify)

 0

13. Microforms Expenditures (In Dollars)

Microforms are defined as photographic reproductions of textual, tabular, or graphic materials reduced in size so that they can be used only with magnification. The main types of microforms are microfilm/microfiche/ultrafiche/aperature cards or reproductions on opaque materials.

General Fund (State apportionment)

 n/a

Non-General Fund

 n/a

District Grant

 n/a

Instructional Equipment

 n/a

Basic Skills

 n/a

Perkins

 n/a

Lottery

 n/a

Other (Please specify)

 n/a

14. Databases Expenditures for subscriptions (In Dollars)

Databases: This includes licensed citation indexes and abstracts, full text reference sources (e.g.> encyclopedias, almanacs, biographical and statistical sources and other quick fact finding sources), and full text journal and periodical article collection services (e.g. EBSCOHOST, PROQUEST, LEXIS NEXIS). Note: EBooks are counted as books and should not be counted here.

Subscriptions:

General Fund (State apportionment)

 0

Non-General Fund

 0

District Grant

 0

Instructional Equipment

 0

Basic Skills

 0

Perkins

0

Lottery

31,498

TTIP

0

Other (Please specify)

0

15. Databases Expenditures for purchases (In Dollars)

Databases: This includes licensed citation indexes and abstracts, full text reference sources (e.g.> encyclopedias, almanacs, biographical and statistical sources and other quick fact finding sources), and full text journal and periodical article collection services (e.g. EBSCOHOST, PROQUEST, LEXIS NEXIS). Note: EBooks are counted as books and should not be counted here.

Purchases:

General Fund (State apportionment)

0

Non-General Fund

0

District Grant

0

Instructional Equipment

0

Basic Skills

0

Perkins

0

Lottery

0

TTIP

0

Other (Please specify)

0

16. AV Media Expenditures for subscriptions (In Dollars)

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

General Fund (State apportionment)

n/a

Non-General Fund

 n/a

District Grant

 n/a

Instructional Equipment

 n/a

Basic Skills

 n/a

Perkins

 n/a

Lottery

 n/a

TTIP

 n/a

Other (Please specify)

 n/a

17. AV Media Expenditures for purchases (In Dollars)

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

General Fund (State apportionment)

 n/a

Non-General Fund

 n/a

District Grant

 n/a

Instructional Equipment

 n/a

Basic Skills

 n/a

Perkins

 n/a

Lottery

 n/a

TTIP

 n/a

Other (Please specify)

n/a

18. Streaming Media Services Expenditures (In Dollars)

Subscriptions

General Fund (State apportionment)

n/a

Non-General Fund

n/a

District Grant

n/a

Instructional Equipment

n/a

Basic Skills

n/a

Perkins

n/a

Lottery

n/a

TTIP

n/a

Other (Please specify)

n/a

19. Streaming Media Services Expenditures for purchases (In Dollars)

Purchases

General Fund (State apportionment)

n/a

Non-General Fund

n/a

District Grant

n/a

Instructional Equipment

n/a

Basic Skills

n/a

Perkins

n/a

Lottery

  n/a

TTIP

  n/a

Other (Please specify)

  n/a

20. Other Expenditures (In Dollars)

Other informational resources that were not included in the above categories.

  General Fund (State apportionment)

  n/a

  Non-General Fund

  n/a

  District Grant

  n/a

  Instructional Equipment

  n/a

  Basic Skills

  n/a

  Perkins

  n/a

  Lottery

  n/a

  Other

  n/a

5. Personnel-Library Administration

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

  Department chair (Faculty position)

22. Does the educational administrator responsible for the day to day administration of the library have a library degree? (MLS, MLIS, or PhD in Library Science)

  Yes

23. If the educational administrator responsible for the Library does NOT have a library degree, what degree does s/he have?

24. What compensation is given to Library Faculty Coordinators or Department Chairs for administrative responsibilities? (Check all that apply)

  None

6. Collection Information

25. How many TITLES of print books did you purchase/catalog in 2013-14?

522

26. How many VOLUMES of print books did you purchase/catalog in 2013-14?

572

27. How many TITLES of GIFTS (print titles) did you catalog in 2013-14?

n/a

28. How many VOLUMES of GIFTS (print titles) did you catalog in 2013-14?

n/a

29. What is the total number of print titles in the collection as of June 30 in the following years 2013-14?

45,278

30. How many EBooks titles did you ADD to your collection in 2013-14?

10

31. How many EBooks were in your collection as of June 30 in the following years 2013-14?

20,056

32. How many print periodical subscriptions did you subscribe to in 2013-14?

72

33. If available, how many periodical titles do you provide access to through your current electronic databases?

Note: Do NOT include the databases subscribed through the CCL Consortium.

n/a

34. How many microform titles did you have in your collection in 2013-14?

n/a

35. How many A/V or media titles were added to your collection in 2013-14?

n/a

36. How many A/V or media "volumes" (or copies) have been added to your collection in 2013-14?

n/a

37. What is the total number of A/V materials (titles) in your collection as of June 30, 2014?

n/a

38. Patron Driven Acquisition

Do you have a patron driven acquisition (PDA) from an intermediate service such as ProQuest of a vendor?

No

If Yes, from an intermediate service such as Proquest or a vendor?

7. Library Staffing

39. How many full time librarians are working in the library in 2013-14?

2

40. What is the total FTEF (full time equivalent faculty) in 2013-14? 1 FTEF = full time load for a librarian

To compute FTE of part-time employees, take the number of hours worked by a part-time employee and divide it by the number of hours considered by the reporting Library to be fulltime work in the category (usually determined by a bargaining unit contract). For example, 10 hours/week worked by a part-time librarian would be computed as .29 where a fulltime librarian's contract week is 35 hours and it would be computed as .25 FTE where a fulltime librarian's contract is 40 hours/week.

3.0

41. How many paraprofessional and/or classified staff are working in the library?

Paraprofessionals

n/a

Classified staff

4

42. What is the FTE for paraprofessional and classified staff? (Use computation formula above)

3.5

43. What is the total number of student assistants per week (FTE)? Divide total hours students work by 40 hours a week

0.7

8. Services

44. What were your annual Reference transactions in 2013-14?

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, library staff, locating materials for which the user has the call number, supplying materials such as paper and pencils, or assisting users with the operation of printers and photocopiers.

5,662

45. Were these Reference transactions in 2013-14 actual or an estimate?

Estimate

Actual

X

46. Circulation transactions in 2013-14

Circulation transactions in the academic year.
a) Books and other materials report the circulation of all books, periodicals and A/V 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

156

Reserves

11,142

In House Use

63

Audio Visual (A/V)

n/a

Periodicals

81

Total

11,442

47. Interlibrary Loan (ILL) transactions

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

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

Count a single photocopy filled request as one transaction, regardless of the number of pages.

How many ILL requests did you make from outside your district in 2013-14?

n/a

How many ILL requests did you make from inside your district in 2013-14?

n/a

How many ILL requests were filled in 2013-14?

n/a

How many ILL requests did you receive from others in 2013-14?

n/a

How many were filled from others that you received in 2013-14?

n/a

Do you participate in ILL with any institution?

No

If Yes, please identify the colleges:

Do you have a patron driven acquisition (PDA)?

No

If Yes, from an intermediate service such as Proquest or a vendor?

48. Orientation tours, workshops, and lectures for students
What is the number of orientation tours, lectures, or workshops for students in 2013-14?
Include all library orientations, tours, lectures or workshops for students given in the library, other classrooms and other areas on campus.

15

What is the number of persons participating in tours/lectures/workshops in 2013-14?

480

49. Library Instruction Credit Courses

How many Library Instruction Credit Courses were offered in 2013-14?
Include all library related courses taught by library faculty, whether they are in the library or another location on campus.

n/a

How many Library Instruction Credit Course sections were available in 2013-14?

n/a

How many students completed the Library Instruction Credit Courses in 2013-14?

n/a

50. **Library Hours of operation in 2013-14**

How many hours is the library open during a typical week in the 2013-14 Fall or Spring terms?
Choose a typical week of operation during the academic semester/quarter and list the number of hours for the week.

51

How many hours is the library open during a typical week in the Summer 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 you did not conduct a Summer or Winter intersession write "No intersessions conducted"

16

How many hours of on site Reference Services are available during a typical week in the Summer 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 you did not conduct a Summer or Winter intersession write "No intersessions conducted"

16

How many hours were the Library open on Saturdays in 2013-14?

n/a

How many hours were the Library open on Sundays in 2013-14?

n/a

What were the total number of Saturday hours that reference service was provided in 2013-14?

n/a

What were the total number of Sunday hours that reference service was provided in 2013-14?

n/a

Do you provide a 24x7 online reference service?

No

If Yes, how many hours per week do you contribute to the online reference service?

Do you provide chat reference during hours the library is open?

No

Is your library open when a classes are not in session?

No

Does your library have a librarian on duty every hour the library is open?

Yes

51. What is the gate count for the number of people who used the facility in 2013-14?

Report the number of person entering the Library and should include persons attending activities and meetings, and those requiring no staff services.

52,613

52. How many registered community borrowers were there in 2013-14?

Community borrowers are those persons not directly associated with your college or district.

n/a

53. Age of Collection - What percentage of your collection was published prior to 2000?

67%

54. Textbook Collections

Does the Library purchase textbooks?

Yes

If yes, what are the sources of the textbooks? (Check all that apply)

General Library Book Budget
College Foundation
Textbook Donations from Faculty