Instructional Program Review—Library/LIS Department

1.   Merritt College
        Library/LIS Department
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2.   Narrative Description

The Merritt College Library strives to provide information sources and access to the human record in multiple formats, in direct support, of the current and lifelong learning needs of its students, faculty, and staff.

The College Library is comprised of a number of sub-departments that, collectively, provide for the information needs of the campus community. These include: reference, instruction, circulation, reserves, periodicals, archives and governance collections, acquisitions, collection development, and cataloging. In addition to its physical collections, the "digital library" portion of the Department provides remote access to distance education students and to the academic community at large. These collections are available on a 24/7 basis. Trends that have affected the department include human and physical resource allocations, issues related to library information technology and networking, and near/mid-term facilities renovation and remodeling.

3.   Curriculum

The IPR narrative questions do not apply directly to library services, reference, and instruction. The library has not offered for-credit courses in the past decade due to insufficient student demand, insufficient lab/instruction area, and insufficient certificated personnel. Certificated personnel have been allocated to shore up the traditional areas of library/information studies related to collection development, reference, access (cataloging), networked information resources, governance, and departmental administration/oversight. The LIS 85 course outline was updated in fall 2009, although given the current system/district budgetary constraints, it is highly unlikely that this will be offered due to competing offerings at other Peralta campuses. Although all four Peralta campuses offer the LIS 85 courses as an elective, no campus has offered the course on a consistent basis. The other three courses on record are the 48 series used for limited-basis pilot courses.

Is the curriculum current and effective? Have course outlines been updated within the last three years? If not, what plans are in place to remedy this?

Curriculum/ course outlines are current and updated within the past three years. These will be reviewed on three-year cycles in order to review changes in library information technology that may replace/supersede existing approaches or content.

Has your department conducted a curriculum review of course outlines? If not, plans?

As noted, course outlines have been reviewed to the extent possible under the Curricunet database content.

What are the department's plans for curriculum improvement?

Plans for curriculum improvement are fivefold:

- Review and renovation of library webpage content as part of CMS upgrade.
- Consideration of tying bibliographic instruction to basic skills
- Consideration of dovetailing reserve book collection to Title III grant
- Facilities and computing renovation as part of remodeling project
- Transition from print-reliant to digitally-enhanced collections

In addition there are plans/recommendations for facilities, personnel, and information systems that will inherently lead to curriculum improvement and information resource access.

What steps has the department taken to incorporate student learning outcomes in the curriculum? Are outcomes set for each course? (Check Unit Plan, questions 12-13)

Outcomes have been completed for the LIS 85 course and are consistent with outcomes for the courses on sister college campuses. Outcomes for the x48 courses have not been completed as these will vary with the specialty nature of the respective offerings.

4.   Instruction

Describe effective and innovative strategies used by faculty to involve students in the learning process. How has new technology been used by the department to improve student learning?

As the bibliographic instruction sections do not have the time allowance offered to for-credit courses, most effective and innovative strategies use by faculty

depend on technology or information access technologies to drive innovation. These include, but are not limited to, the following:

- The College Library was one of the earliest adopters of web applications on campus. Currently the MCL webpage provides directional, instructional, and access information to:
  - Online Union Catalog for the Peralta District; this system includes holdings as well as circulation status for individual book records.
  - Links to regional public, community college, state university, and UC library union catalogs.
- Cataloging records, cataloging links, and full-text circulating digital collection of over 13,000 titles (NetLibrary); in addition a recent purchase of virtual reference books has been added. The campus currently has the largest collection of copyrighted books available to students and faculty in the Peralta District.
- Purchase and implementation of full-text online databases.

Open source CMS—Drupal

Another example of changes to enhance student learning will be the porting of the existing webpage to a new open-source CMS (content management system) that will be phased in over the next six months, with Alameda and Merritt using Drupal open source system; Laney and BCC will implement with WordPress.

Integrated Library System (ILS)—RFP in Progress

Also currently in progress is the proposed changeover of the current online catalog system to a next generation Integrated Library System. This proposal will enhance student access to materials through the use of a remote access proxy server and federated searching; in addition, it will enhance the "back office" (non-public view) modules like cataloging, acquisitions, and serials that will expedite collection access to students and faculty as well as assist classified and certificated personnel in reporting capabilities of the user base.

How does the department maintain the integrity and consistency of academic standards within the discipline?

The Library Department maintains integrity and consistency of academic standards through application of professional tools, review of peer comparison data, advocacy through campus governance, utililization of intra-district library cooperation, and professional development.

The Department has enhanced the consistency of academic standards in the area of collection development through the implementation of the Gobi system to streamline collection development procedures. This introduction of a multi-user online collection process has allowed the department to initiate and complete the

selection, review, and acquisition of new reference and circulating materials in one online system; this system permits a more efficient review of proposed purchases and provides for a seamless system for selection and purchase of new acquisitions.

The MCL participates in the Department of Education's Academic Library Survey (ALS) which allows participants to input human, materials, capital, and computing resources information into a survey that, once completed, allows the campus to review its resources through a peer comparison tool.

The MCL also supports consistency of academic standards through representation on key campus and district committees. This representation allows the department to advocate on its own behalf, and with support of key managers, to assist in resource allocation for the library and its sub-departments (viz. reference, instruction, reserves, circulation, periodicals, acquisitions, cataloging). The Department has been, or is currently represented in, the following governance committees:

- Staff Development (Certificated membership)
- Technology (Certificated/classified membership)
- Curriculum (Certificated membership)
- L Building Architecture Renovation (Certificated/classified membership)
- CDCPD (Certificated membership)

Intra-district cooperation

Merritt College has also been consistently represented on the district-wide Library/IT Committee which reviews and recommends policy, resource allocation, technology infrastructure, technology applications that are related to the campus community and library personnel's use of library services, collections, instruction, and information systems. The past year has been particularly significant in three areas of great importance to the Peralta libraries and the campus communities: the beginning of the RFP process for a "next generation" integrated library system; the recommendations pertaining to the follow-up content management system for library WebPages, and the advocacy for the continuing purchase of library materials under the Measure A bond allocation. The integration of access to library information technology permits greater leveraging of resources across the district as well as allowing students and faculty a more consistent interface to networked information resources.

Professional Development

The Library Department has also attempted to augment professional standards through local and regional staff development opportunities. Library faculty have completed and/or attended the following development activities: annual attendance at the California Community College Chancellor's Office annual

Library Deans'/Directors Meeting; technology pre-conferences at the annual Internet Librarian Conference, completion of advanced coursework in health librarianship, collection development, pedagogy, digital collections, and architectural planning at the University of British Columbia; review of thin-client library applications.

Discuss the enrollment trends of your department. What do you think are the salient trends affecting enrollments?

No classes offered; however, circulation, reserve collections dramatically up on year-for-year basis. The circulation/reserves desk statistics are up 40% over last year; the increased usage is directly tied to increasing textbook costs, lack of/late student grants for books, unavailability of books in the campus bookstore. Similarly, student usage in periodicals and reprographics has increased for similar reasons.

Are courses scheduled in a manner that meets student needs and demand?

Despite budget cuts across campus during this academic/fiscal year, the library has retained a fifty-one hour building schedule with four evening service days; typically, instruction is not supported in the evening as there is only one certificated librarian available for reference queries.

The reference Department has continued to offer bibliographic instruction to the campus-at-large despite the loss of a 1.0 FTEF position to another campus.

Describe your current utilization of facilities and equipment. Are the human and physical resources, including equipment and location, adequate for all the courses offered by your department? What is the key staffing and facilities needs for the next three years. Why?

The Library currently (Spring 2010) operates on the second and third floors of the L building; an architectural planning committee has been in place since 2005 to prepare for minimal remodeling of the second and third floor areas, and a complete renovation of the first floor where the Learning Resources Center will, upon completion, be relocated.

In order to sustain current levels of operation, and hopefully, to be able to serve, instruct, and advise students and faculty with their respective information needs, both on-campus and remote settings, the library department has priorities in the following areas:

Facilities

Key facilities needs include:

- Implementation of architectural remodeling plans for library in conjunction with the integration of the Learning Resources Center in one building.
- Review of departmental/interdepartmental (LRC) capabilities/limitations during "swing space" phase of renovation.
- Addition of public-access elevator to meet increased student headcount and ADA access.
- Reconfiguration/furnishing of reference collection
- Reconfiguration/furnishing of west reading area.
- Reconfiguration/relocation of existing anthropology museum cases and artifacts
- Establish line item for print periodicals collections
- Replace existing student /staff computers; vitally important for student access to library's emerging digital collections.
- Investigate use of thin client computing for cost-effective use by students

Personnel

As noted in the following section, the Merritt College Library falls significantly below the ACRL recommended *minimum* standards for certificated and classified personnel. Over the past fifteen years, cuts to administrative, certificated, and classified positions have encouraged a de facto "corner cutting" of instruction, services, and support for faculty and students. Some of these cuts have been mitigated in part through the use of previously unavailable information technology (e.g. web pages, digital collections, and remote access).

Projections—existing personnel

In terms of in-house attrition of existing personnel over the next three years, it is estimated that the Library *will lose between .5-1.0 FTEF certificated personnel* to either reduced workload election or retirement; in addition, in the classified ranks, there will most likely be a *1.0-2.0 loss of library technicians* due to anticipated retirement and the possibility of a technician advancing to a certificated position (out-of-house) after completion of his Master's degree. The projections are qualified and contingent upon the district budget negotiations with the respective unions and the relative advantage of cost/benefit for individual's financial benefits in the new budget environment.

Personnel---requests

As noted in prior unit plans and accreditation reports, the library would recommend increasing its classified personnel to parity with other Peralta College Libraries on an FTES basis (viz. Laney and COA) with the addition of a technical services library technician. Similarly, the library needs to backfill its former network technician position with a .5 evening

technician augmentation/position; the current position was only funded on a .5 basis.

In terms of the certificated positions, the library seeks to backfill the .5 position equivalent that was lost due to a Merritt faculty lateral transfer to Laney College.

Personnel---Student Assistants

The Library would like to have a consistent budget, preferably based on Fund 1 funds rather than work-study, to allow the hiring and training of student assistants to support library technical staff in the reserves, circulation, periodicals, and archives areas.

Materials

Library materials funding has the potential to improve under Measure A allocations; however, the process to obtain funds from the district has been inconsistent and counterproductive.

There is an immediate need to backfill the TTIP categorical funds for databases as these funds were cut 100% in the current fiscal year.

Reserve materials

It is recommended that the campus adopt a formula-based funding measure for the purchase of reserve books twice per year (viz. fall and spring semesters). The campus might also consider the possibility of purchasing a site license for digital access to academic books; however, this would require the alignment of course text adoptions by faculty and their respective Deans.

A line item to cover costs for print texts is recommended to cover the existing class schedule and to allow for publishing houses' inflation costs.

Serials

The Library has recently completed a cut drill for its current print serials, viz. newspapers, journals, magazines which will result in a cost savings of about $2500 per year. Even with these cuts in place, the library requires a $6,500 line item to retain its existing titles, e.g. Oakland Tribune, American Journal of Nursing, etc.

Books—Print and Digital

The library also seeks to expand its existing digital book collection; this supports the research needs of distance education and DSPS students (who can use text to voice software to "read" materials). A line item of $3000 dollars allows us to purchase approximately 2,500 e-books from the CCL Consortium on an annual basis.

5. Student Success

Describe student retention and program completion (degrees, certificates, persistence rates) trends in the department. What initiatives can the department take to improve retention and completion rates?

n/a

What are the key needs of students that affect their learning? What services are needed for these students to improve their learning? Describe the department's efforts to access these services. What are your department's instructional support needs?

Key needs of students that directly affect their learning include having a temperature controlled environment conducive to studying, adequate staffing for instruction enabling students to become more information literate, a borrowing collection that is current; technology that supports software for researching and writing papers and a working networked printing system.

The Merritt Library offers numerous services to our students. They are as follows:

Archives: The library Archives is maintained by our Periodical Library Technician. The Archives entail four separate collections: Merritt College History; Peralta District History and Governance; Black Panthers Archive; and the Merritt College Document Archive. Members of the college community as well as the broader community at large utilize these resources. As these materials are valuable, they are designated for library use only. It would be helpful to have a scanner so users can save the items they need.

Circulating materials: Print books that support the curriculum number approximately 50,000 volumes. About 90% of the books are pre-1995. The library has made a concerted effort to purchase e-books collections (Netlibrary and Gale Virtual Reference Library) so students can access materials 24/7. In the general budget, money for library materials have been insufficient and unreliable, as a result the library has not been able to update the book collection on a regular basis. The library has added 2807 new titles to the collection in the past 5 years. Of the 2807 titles, about 10

percent are donations from current and retired faculty, staff as well as the general public. This averages about 500 books a year which hardly puts a dent in bringing our collection up to date. What has been a boost to the titles we own are the e-books we have purchased to augment our collection. All full-time and part-time librarians have worked together to produce wish lists for books to be purchased as money becomes available. See Appendix A for Holdings Statistics.

Library Building: The library building itself is inadequate for support of library programs and services. The building does not have air conditioning and is not well ventilated. Inside temperatures reach into the nineties, during the summer, as the floor-to-ceiling windows turn the Library into a greenhouse. Furniture and equipment leaves much to be desired. The furniture is old and soiled. There are no carrels designed for 21st century technology where laptops can be plugged in. Cords are strung across aisles to power a laptop which is truly a hazard to other students. Only six of the twelve college-owned computers, which are about 10 years old, are considered "working". For more on facilities and equipment, please refer to #6.

Library Website: The Principal Library Technician and the Technical Services Librarian have worked together to place content that is useful and helpful for the college community on the library website. Useful instructional and informational resources are accessible directly from the home page. These include information about the library, the catalog, databases, e-books, new books, student and faculty resources and archives. New to the website in Spring 2010 are two widgets: "LibraryThing" which exhibits our collection of new books - covers are displayed every 15 seconds; "Search Box" on webpage to directly search for books in library by keyword.

Orientations: Faculty contact the library on an individual basis to request library presentations for their classes. Librarians prepare subject specific orientations to enable students with their research papers. Students are instructed in how to select and effectively use electronic databases as well as learning how to evaluate what they find on the internet. The skills that the students learn from these instructional sessions enable them to become better researchers as they continue on their educational journey to institutions of higher learning.

Periodicals: To augment the print periodicals collection, the library has been supported with TTIP monies from the State to purchase databases. However, these TTIP monies have been eliminated beginning Spring 2010. The databases have been a tremendous resource for our students – instead of just 100 print magazines available, the databases have increased the number of searchable periodicals available to over 1000 full-

text titles. The college subscribes to about 100 print periodicals. Unfortunately, magazines and newspapers are not a line item. Beginning Fall 2010, the library has cut 10 titles totaling 28% of the cost to periodical subscriptions. Print periodicals have traditionally been included as a part of the book budget, which is not a line item.

Reserves: The Reserves Collection is our most sought after collection at the beginning of every school term particularly for those students who are unable to purchase textbooks. Money for Reserves is provided by the Student Activities Office and sometimes augmented by the President's Discretionary Fund. Selection of titles is based on cost of book and frequency of use. The Reserve Collection is accessible to students on a 2-hour in house loan.

Reference: Librarians provide many levels of instruction to students with access to information resources that support learning. Instruction include learning how to search for resources in our catalog and the web, how to access and utilize our e-materials, how to locate books on the shelves, etc. There is also one-on-one student-faculty instruction especially for those classes with specific library assignments. We work with students and faculty to provide appropriate informational sources in print, electronic and web-based formats. There is a librarian available for assistance during all open hours.

Study Rooms: The library has three study rooms which are used to capacity during the peak hours of the day. Students who choose to group study may reserve these rooms for two hours at a time for one time use or for the whole semester.

Technology: Technology has greatly changed and enhanced instruction. With the addition of e-materials including e-books and databases, students have been able to access a wider range of materials than otherwise available in print form. The additional plus is that students are able to access these materials from home 24/7 when the library is closed. Students must show their student ID with a current sticker in order to obtain a list of user ID's and passwords from the Reference Desk in order to access the databases from home.

Describe the department's effort to assess student learning at the course level. Describe the efforts to assess student learning at the program level. In which ways has the department used student learning assessment results for improvement?

n/a – no classes offered

Recommendations and priorities:

Funding for library services and staffing has been minimal. The support for library collections and services has been insufficient to keep our collections current. Neglecting funding for print collections has also led to the outdated condition of the collections as a whole. The periodicals budget has steadily declined. Thus, the size and currency of the collections fall below national, professional standards. Each year, the library is at risk of losing our periodicals subscriptions because the bills were not paid on a timely basis. It is not uncommon for us to pay late fees which we can ill afford. A commitment of a line item for library subscriptions (databases and periodical subscriptions) and the purchase of books (print and electronic) is imperative if there is any chance of improving the current status of the collection.

Students wishing to access our electronic materials from home must provide proof that they are a currently enrolled student. To do this, the student must present a student ID card with a current sticker in exchange for a list of IDs and passwords to access our e-materials from home. Some e-resources are not available via a password because it is not permitted by the vendor. Some resources require that a free account be set up on campus. This has been a disservice particularly to those students who are a part of our Distance Education programs. A commitment from the district to implement remote authentication of users to online resources among the four colleges is a must.

Library orientations/instruction have been presented in one corner of the library causing much distraction to those who are studying in adjacent areas. Included in the original TTIP Funds for Library Automation was funding for construction of an electronic classroom for library instruction. Only one district library, Laney, was able to use these funds to create a classroom; the remaining funds were used by the District Office for other purposes. A commitment from the college to construct a library instructional classroom would attract and accommodate more classes for orientations.

6. Human and Physical Resources (including equipment and facilities)

Describe your current level of staff, including full-time and part-time faculty, classified staff and other categories of employment.

The Academic Colleges Research Library (ACRL) section of the American Library Association is responsible for academic and professional standards of the library profession. According to both ACRL and Title V of the California Educational Code recommendations, Merritt College did not even meet the minimum standard. We are below standard. The recommended level of staffing for a library our size (1,000-2,999 FTE) versus our current staffing is as follows:

FTE Students	Administrator	Faculty	Techs	Other Staff	Total Staff
	Min & Excellent	Min & Excellent	Min & Excellent	Min & Excellent	Min & Excellent
ACRL	1	3 - 5	3 - 6	3 - 6	10 -18
Merritt	0	2.6	3.5	0	6.1

FTE Students	Faculty Librarian	Support Staff	Total
Ed Code	4.0	7.5	11.5
Merritt	2.6	3.5	6.1

The two full-time Library faculty have shared duties as well as essential areas of operation. Shared duties include staffing the reference desk, where individual instruction in research takes place as well as organizing, overseeing, and providing policies and procedures for all detailed and complex aspects of an academic library program. Currently, each librarian manages two essential areas of library operations. One Librarian manages public services and instruction and the other Librarian manages acquisitions and technical services. In an ideal world, there should be a compliment of four librarians, each managing a specific essential area. Hourly librarians are necessary for staffing the reference desk during days and/or evenings, summer, and filling in as substitutes due to staff absences. The library continues to not have an allocated budget for faculty or staff subs – this is done on an ad hoc basis and must be approved by the dean. Our ability to provide excellent and consistent services has been strained.

Currently, the library is open 51 hours a week (M-Th 8am-7pm; F 8am-3pm) during the Fall and Spring semesters. The library is open M-Th 9-1 during the 6 week summer session.

The two full-time (contract) library faculty work staggered schedules during the regular school year to accommodate backups necessary for instruction, professional activities and other campus assigned duties as required of library faculty. We cover day hours as well as one evening per week. Of the 51 open hours, 31 hours are staffed by 2 full-time library faculty members; 20 hours where 2 librarians overlap; and 21.5 hours where there is only one librarian on duty. Hourly librarians (.6 FTE faculty) provide reference and instruction support as needed during the day and/or evenings, summers, and are on-call substitutes for regular staff absences. Merritt has no weekend hours.

The library has 3.5 library technicians. Two technicians work at the Reserve and Periodicals counters. They not only check out reserve books but handle all copy machine and printer problems. Occasionally, the library runs into staffing difficulties with just 2 library technicians working in the morning and into the early afternoon. The Principal Library Technician has been called on a regular basis to help with the long lines and to cover lunch breaks. Our evening technician arrives at 2pm, well after the lunch hour. If the evening tech is out, due to illness, the library is forced to close early due to lack of back-fills.

Due to minimal staffing, the library has tried on numerous occasions to hire student workers with the circulation duties (checking books in and out) and shelving. However, the availability of work study students is unreliable. The lack of qualified student assistants also greatly impacts the workload of our permanent staff who work long hours at the desk, without assistance and thus fall behind on all other duties (e.g. overdues, processing reserve books and magazines, shelf reading, checking for lost books, etc.) Of course, training and professional development for the classified staff also suffers due to minimal staffing and no substitutes for off campus workshops.

The library continues to not have an allocated budget for faculty or staff subs – thus eroding our ability to provide excellent and consistent services to the very students we serve. See Appendix B for Staffing History.

Describe your current utilization of facilities and equipment

The library is housed on the 2nd and 3rd floors of the L Building. The following is a usage description of our facilities:

- 2nd floor – Restrooms; Reserves; Circulation; Periodicals; Reference; Archives; Computers; Printers; Copy Machines

- 3rd floor – 3 Study rooms; Circulating books; Carrels and desks sprinkled throughout the floor; Library offices; Restrooms

The following is a description of our equipment, all of which are at least 10 years old unless noted:

2nd floor
- 1 fax machine purchased with TTIP funds
- 5 of 12 student computers "functional" – search only, printing ok
- 6 CIS computers on loan (4 yrs old?) – Microsoft Office, no printing available
- GoPrint (networked printer) needs replacement – will only print for free, will not take cards with money
- 1 Nursing computer (6 yrs old?) – Nursing Dept placed in library for their students to used CDs, DVDs, etc.
- 2 ADA stations – ADA programs need upgrades
- 1 microfiche machine – broken
- 2 copy machines (1 yr) – leased, working well
- 1 mobile computer station for bibliographic instruction

3rd floor
- 3 DVD players with monitor

Are human and physical resources, including equipment and location, adequate for all courses offered by your department or program? What are your key staffing and facilities needs for the next three years? Why?

Human Resources:

See # 5 Student Services (above).

Physical Resources:

See #4 Instruction (above)

Equipment:

- The fax machine was a stipulated purchase with TTIP funds. It is about 10 years old and has not been very unreliable. It does not always send faxes out and "system busy" shows up more and more frequently. The purpose of the fax was to send and receive library materials with neighboring libraries participating in interlibrary loans.
- The GoPrint station was a wonderful networked system when it was brand new. This system is now 10 years old and it is beyond upgrading. The entire system needs to be replaced. At the present time, the system will not take cards with money, so it is programmed to print for free as long as our paper supply lasts. When the GoPrint system is not working, the students are routed to the Learning Center in the D building
- The microfiche machine was used to look at old microfilm but is now broken, no access from about 5 years ago.
- The mobile computer station for bibliographic instruction has seen better days. It is working, but not optimally.
- The Nursing Dept placed a computer in the library for their students to used CDs, DVDs, etc.
- The 2 ADA stations were mandated by ADA laws. However, both stations do not have upgraded software so it is essentially not usable.
- The 2 copy machines are leased and are used heavily by students making copies of reserve materials for class use.
- The 3 DVD players with monitors are not used much these days, but they were used primarily by the biology students viewing lectures
- Five of the twelve student computers are "functional". Unfortunately, it's best used for searching and printing when the GoPrint is working. Microsoft Office is not loaded, so students may not work on writing papers. Materials cannot be saved on a flash drive since the files are either too big or the system is too slow.
- CIS provided 6 computers on loan which is loaded with Microsoft Office so students may write their papers, save their work on a flash drive but no printing available. The CIS computers are configured to print in CIS and not

the library. So, students must save and attach their work to their email and then go to one of the old student computers, pull up their email and send to print. If our printer is out of order, they must go to the Learning Center. This is very cumbersome, but there is no other way.

Recommendations and priorities:

- Staffing must be increased to meet minimum ACRL and Ed Code standards
- Physical building needs much improvement.
- Construction of a new library instruction room
- Upgrade all equipment in the library including computers, printers, fax machine – develop a systematic plan to upgrade computer hardware and software on a regular basis
- Upgrade network system in library
- Replacement of pipes, ceiling, lights, furniture,
- Add air conditioning, study rooms, carrels with outlets

7. Community Outreach and Articulation

For vocational programs:

n/a

For transfer programs:

n/a

For all instructional programs:
Describe the department's effort to ensure that the curriculum responds to the needs of the constituencies that it serves.

The library has provided many services to reach our college community. In response to greater access to our collections, we have taken an active role in purchasing electronic collections. These e-books and e-periodicals will allow all to access materials at home 24/7. While on campus, bibliographic instruction is provided by librarians by request. The archives serve as a means to access information about Merritt and the District. Also within the archives is the special Black Panthers collection which has been used by many members of the community as well as the public at large. One of the most used collection are the textbooks held in Reserves. This collection allows students who are unable to purchase the books at the beginning of the semester to make copies to ensure that they keep up with their coursework until such time they are able to purchase the book. Finally, the Merritt Library Website is the best access to view all the services we provide to our college community and beyond.

Recommendations and priorities:

- TTIP monies must be restored or our electronic periodicals will disappear.
- Upgrade bibliographic utility from Horizon to Innovative?

LIBRARY HOLDINGS STATISTICS 2005 - Present

Total Collection	2005-2006	2006-2007	2007-2008	2008- 2009	2009-Present
• Books	58052	52449	49949	51047	51417
1800's – 1950's		10315		9901	■
1960's – 1970's		20512		20158	■
1970's – 1980's		17254		16976	■
1980's – 1990's		4840		4744	■
1990's – 2000's		2290		2339	■
2000's - Present		2841	3112	3192	3562
• CDs		0	0	0	0
• DVDs		0	5	5	0
• E-books	3000+	1800+	3000+	8000+	5000+
New Books (including gifts)					
• Total titles	1133	497	271	906	301
• Total volumes	1274	602	284	1010	370
Weeded Books					
• Withdrawals - Dewey		2700	2000	completed	■
• Withdrawals - LC		200	50	150	2951
Books w/o barcodes					
• Withdrawals - Dewey		50	22	42 completed	■
• Additions to LC - Dewey		300	850	550 completed	■
• Withdrawals - LC		150	completed	completed	■
• Additions - LC		1500	completed	completed	■
Barcodes w/o books					
• Withdrawals - LC barcodes		2900	500	500	■
• Withdrawals - Dewey barcodes		100	400	400 completed	■
Conversions					
• Reserves to Circulating		100	150	300	200
• Dewey to LC		2300	300	100 completed	■
02/10/10enc					

Appendix B

Merritt College Library
Staffing History 1979 – Present

Date	Full-time Librarians	Part-time Librarians	Principal Library Tech	Day Library Technician	Evening Library Technician	Technical Services Technician	Lib Net Coord	Total Open Hours
1979 - 1987	4.5		1.0	2.0	1.0	1.0		59
1988 - 1991	3.0		1.0	2.0	1.0	1.0		59
F92-S93 Barbara Cannon	2.0 Ann, Eva Al on leave		1.0	2.0	1.0	1.0		59
F93-S94 Barbara Cannon	3.0 Al, Ann, Eva		Lori retired May	2.0	1.0	1.0		59
F94-S95 Barbara Cannon	3.0 Al, Ann, Eva		Vacant	2.0	1.0	1.0		51
F95-S96	3.0 Al, Ann, Eva		Vacant	2.0	1.0	1.0		51
F 96 Dolores Benton	2.0 Ann, Eva Al sabbatical		Vacant	2.0	1.0	1.0		51
Sp 97 Dolores Benton	2.0 Ann, Eva Al sabbatical		Vacant	2.0	1.0	1.0		51
F 97 Ann Whitehead	2.0 Al, Eva, John Ann – Dean	0.5 Bob	Vacant	2.0	1.0	0.5 Jim Dropped to half	0.5 Jim New position	51
S 98 Ann Whitehead	2.0 Al, Eva, John	.	Vacant	1.0 Judy Laura retired May	1.0 Ron	Vacant	1.0 Jim	51
F 98 Ann Whitehead	2.0 Al, Eva		Vacant	1.0 Judy Noreen hired Dec	1.0 Ron	Vacant	1.0 Jim	51

S 99 Ann Whitehead	3.0 Al, Eva		Vacant	1.0 Judy, Noreen	1.0 Ron	Vacant	1.0 Jim	51
F 99	1.0 Eva Al p/t medical	Rubi hired Sept Pam hired Sept Ella hired Sept-Dec	Vacant	2.0 Judy, Noreen	1.0 Ron	Vacant	1.0 Jim	51
S 00 Dr. Quoc Pham hired March	1.0 Eva 1.0 Steve LTS1/00-5/00 Al – p/t medical	Rubi Pam resigned Feb Jane hired Feb Evie hired Mar-May	Vacant	2.0 Judy, Noreen	1.0 Ron	Vacant	1.0 Jim	51
F 00 John Gathegi	1.0 Eva Al – p/t retired end of semester?	Rubi Charlotte hired 10/00 Jane resigned Oct Marie hired Nov Andrea hired Dec (worked 1 day) Chris hired June	Vacant	2.0 Judy, Noreen	Ron retired Oct Ricardo hired Dec	Vacant	1.0 Jim	43
S 01 John Gathegi	1.0 Eva 1.0 Steve LTS hired Jan-June	1.4 Charlotte, Marie Rubi	Nadine hired Jan	2.0 Judy, Noreen	Mo Brooks p/t hourly hired Feb – June Ricardo resigned July; President sees position as high priority	Vacant	1.0 Jim got new computers	43
F 01 John Gathegi	1.0 Charlotte Eva sabbatical	2.3 Rubi, Steve Rosemary hired Sept	1.0 Nadine	2.0 Judy, Noreen	Sean Clute f/t hourly hired Oct	Vacant		51
S 02 John Gathegi	1.0 Charlotte Eva sabbatical	2.3 Chris, Rosemary, Rubi, Steve	1.0 Nadine	2.0 Judy, Noreen	Sean resigned medical	Vacant	1.0 Jim passed in March; Tracy f/t hourly hired April	51
F02 Diane Piper	2.0 Eva Tim Shirley – med leave	Marie, Steve Collen hired Oct Marianne hired Oct Charlotte hired @ Laney	1.0 Nadine	2.0 Judy, Noreen	Position advertised twice; 1st not approved; 2nd declined	Vacant	1.0 Tracy	51

S03 Diane Piper	3.0 Eva Tim Shirley Rotated evenings		1.0 Nadine	2.0 Judy, Noreen	Nadine, Judy, Noreen rotated eves Emily Drabrinski hired Feb - resigned in May did not get summer hours as promised	Vacant	1.0 Tracy released March	43
F03 Diane Piper	3.0 Eva Tim Shirley Rotated evenings		Nadine resigns Nov	2.0 Judy, Noreen	Dean gave up this position w/o library consent; **Library felt betrayed**	Vacant	Library agreed to give up LNC **if** f/t eve tech was hired	40
S04 Diane Piper	3.0 Eva Tim Shirley		Vacant (26K)	2.0 Judy, Noreen	Held several Interview sessions; Dean did not approve any candidate	Vacant	Vacant (45K)	40
F04	3.0 Eva Tim Shirley		Vacant	2.0 Judy, Noreen	Vacant – library closed evenings	Vacant	Vacant	43
S 05 Gary Yee	3.0 Eva Tim Shirley	Terry hired Jan Isobel hired Jan As needed	Vacant	2.0 Judy, Noreen	Noreen & Judy rotated eves. **again** with **promise** to fill eve tech; admin did not fill as promised	Vacant	Vacant	48
F05 Gary Yee	3.0 Eva Tim Shirley		Vacant	1.0 Judy/Noreen 1.0 Marty McGinn hired Sept for Judy/Noreen medical leave	Dean Cordova "babysat" to keep library open evenings	Vacant	Vacant	51 Loan desk closed
S06 Hector Cordova	3.0 Eva Tim Shirley	Chris	Nghiem hired Jan	1.0 Judy 1.0 Marty - Noreen on p/t medical leave	Dean Cordova keeps library open; Chancellor committed to f/t position; nothing has happened	Vacant	Vacant	51 Loan desk closed
F06 Hector Cordova	2.0 Eva, Shirley Tim sabbatical	0.6 Chris 10 hrs Isobel 4 hrs Marianne 4.5 hrs	1.0 Nghiem	2.0 Judy, Noreen 0.5 Marty	Mio Good p/t hourly hired through Dec; job adv for p/t 20 hrs/10 mo	Vacant	Vacant	48
S 07 Hector Cordova	3.0 Eva Tim Shirley	.66 Chris 10 hrs Isobel 5 hrs Marianne 5 hrs.	1.0 Nghiem	2.0 Judy, Noreen 0.5 Marty	Tiffany Thomas p/t hourly hired Mar; resigned in April – internship opportunity	Vacant	Vacant	51

F 07 Hector Cordova	3.0 Eva Tim Shirley	0.2 Chris 5 hrs	1.0 Nghiem	2.0 Judy, Noreen 0.5 Marty	Bryond Snell 90 day hired Dec; selected candidate for 20hr/10mo position – waited 6 mo. for fingerprint approval – applicant declined	Vacant	Vacant	51
S 08 Hector Cordova	3.0 Eva Tim Shirley	0.5 Chris 15 hrs	1.0 Nghiem	2.0 Judy, Noreen 0.5 Marti appt ended April	Readvertised position; Amber Slemmer hired April	Vacant	Vacant	51
F 08 Stacy Thompson	3.0 Eva Tim Shirley	0.6/0.7 Chris 6-9 hrs/wk Marianne 6 hrs Terry 6 hrs	1.0 Nghiem	2.0 Judy, Noreen	0.5 Amber	Vacant	Vacant	51
S 09 Stacy Thompson	2.0 Eva, Tim Shirley transferred to Laney	0.6/0.7 Chris 6-9 hrs/wk Marianne 6 hrs Terry 6 hrs	1.0 Nghiem	1.0 Judy Noreen retired Feb; Frank Wong 90 day hired April; position advertised – closed May 14	0.5 Amber	Vacant	Vacant	51
F 09 Stacy Thompson	2.0 Eva Tim	Chris 6-9 hrs/wk Marianne 6 hrs Terry 6 hrs	1.0 Nghiem	1.0 Judy 1.0 Armando hired Sept 22	0.5 Amber	Vacant	Vacant	51
Sp 2010 Stacy Thompson	2.0 Tim, Eva Move to A Bldg in June 2010	Chris 6-9 hrs/wk Marianne 6 hrs Terry 6 hrs	1.0 Nghiem	1.0 Judy	.5 Amber	Vacant	Vacant	51
Fall 2010								
Sp 2011								
Fall 2011								