Program Review Report

Yuba Community College District

YC - Library & Learning Resources Program Recommendations

Program Description: The Yuba College Library (YCL), Clear Lake College Library (CLCL), and Sutter Campus Library (SCL) provide reading, study, and research services to the students and staff for their respective campuses. Yuba College Library's central mission is to support the culturally diverse needs of our students and employees. As such, we are continually updating our holdings in the library and through our subscription databases, and following current and future trends, so that our students will be best served in a changing economic and technological world. We provide Library orientations and workshops with students, faculty, and staff, to support the curricula offered by the College.

The reading and research services include online and print collections of serials, monographs and multi-volume reference works; reserves holdings of materials used for instruction in most classes; circulation services including inter-library loans; online databases of periodicals and reference sources; a quiet, study area, access to computers, and DE test proctoring.

Marysville Campus library is currently located in its temporary facility in cafateria (since 2011). A major complaint by students is a lack of quiet study spaces as well as noise levels in the library. Another complaint - lack of electrical outlets- was addressed in 2011 through adding additional power outlets. This experience taught us that students needs ample spaces to charge their electronic devices.

The Clear Lake Campus Library is now in its new location on the second floor of the Student Services building. The space includes a large reading and study area, stacks and reference collections, reference desk, circulation area with faculty reserve and non-print media collections, serials collection, a 16-station computer lab, media repair room, a processing/storage room and three group study rooms.

The Sutter Center Library provides nearly the same services as the Yuba College Library and the Clear Lake College Library, albeit, on a smaller scale. The library has been open since August 13, 2012 and has seen, on average, 343 items a week being checked out (mostly computers and reserve material), ~140 questions a week being answered, and ~500 patrons entering the library per week. The quiet study rooms have been used 28 times and 8 DE exams have been proctored at the Sutter Center Library since the opening. As the library becomes more established, it is anticipated that more faculty and students will take advantage of customized Library orientations and workshops that support the curricula offered at the Center.

Research demonstrates a positive relationship between library use and student persistence and achievement (Fulks & Alancraig, 2008; Kuh & Gonyea, 2003; Mezick, 2007). Additionally, research indicates a clear correlation between the use and institutional support of libraries and the success and persistence of students (Hamrick, Schuh, & Shelley, 2004; Mezick, 2007). Thus Yuba College institutional support, in combination with partnerships between instructors and librarian, is instrumental for accomplishing the Information Competency student learning outcome.

Year of Review: 2012-2013

Type of Review: Self-Study (4-year review)

Executive Summary: TBD

Future Goals and Program Direction: We strive to provide high quality library services and resources to our students, and are driven by the "student first" philosophy.

Curriculum & SLO Assessment Summary : According to the Fall 2012 student library survey, 65% of students at Marysville campus are either satisfied or very satisfied with the library. The library is mostly used for individual study, Blackboard, and electronic databases. The main complaint about the library is the noise level (45% dissatisfied), which is understandable given the temporary library facility. Online students are satisfied both with library resources and services.

The library essay and an informal survey about private research appointments also lead us to believe that students are learning and are satisfied with their experiences.
Overall, faculty are satisfied with instructional sessions provided by the library, stating that these sessions positively contribute to the information literacy among students.

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
YC - Library & Learning Resources Program Recommendations - Second Librarian - Hire a second full time replacement librarian to support distance learning, Clear Lake, and Sutter students, in addition to supporting other instructional library functions. This librarian will possess skills that provide virtual support to all our campuses under YC as well as distributive Ed students. The fact that YC serves a large, rural service area makes it impossible for a single full-time librarian to serve the needs of students at all campuses. **Year(s) Requested:** 2012-2013 2013-2014 2014-2015 **Request Date:** 09/25/2012 **Inactive Date:** 10/01/2026 **Recommendation Priority:** 2. Medium Priority **Supporting Evidence (SLO, WSCH, etc.):** Other comparable colleges offer more extended online library support. The district does not have a designated librarian to support online students and courses. This raises an issue of equity and equal access. According to the NCES, the YC level of staffing, specifically librarians, is around 25 percent of the average (1.26 at Yuba, 4.02 at comparable schools).	**Plan of Action:** Staffing request **Type:** Staffing - Faculty **Budgetary Impact:** Refer to faculty pay scale.	10/18/2011 - Need to submit the request to the College Council. **Recommendation Progress:** Recommendation Needs Improvement/Attention **Reporting Year:** 2011-2012	

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
Title 5 of the California Code of Regulations (§ 58724) contains minimum standards for numbers of library faculty based on student FTES. That formula is in the following table: FTES Faculty Librarians <1,000 = 2 1,001 ? 3,000 = 3 3,001 ? 5,000 = 4 5,001 ? 7,000 = 5 Each Addition 1K = .5 The California Community College Board of Governors sets these minimums, and colleges and districts should meet or exceed them.			
YC - Library & Learning Resources Program Recommendations - Collaboration - Improve collaboration between librarians (and library staff) and instructional faculty at all campuses. **Year(s) Requested:** 2012-2013 2013-2014 2014-2015 **Request Date:** 09/25/2012 **Inactive Date:** 01/01/2026 **Recommendation Priority:** 2. Medium Priority **Supporting Evidence (SLO, WSCH, etc.):** While several instructors and departments collaborate with the library to identify their needs and work together with the librarian on ways to improve information literacy skills among students, this collaboration is limited to individual cases rather than a general trend. Studies show that collaboration with libraries improves student success.	**Plan of Action:** Hire a replacement librarian to collaborate with individual faculty members and whole departments on improving student success. **Type:** Staffing - Faculty **Budgetary Impact:** FT or PT librarian salary.	10/04/2012 - Although a second full-time librarian has not been hired yet, the part-time librarian currently collaborates with the nursing department and has been embedded into 3 Pathophysiology classes for the last 3 semesters. **Recommendation Progress:** Recommendation Needs Improvement/Attention **Reporting Year:** 2012-2013	

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
According to the NCES, the YC library level of staffing, specifically librarians, is around 25 percent of the average (1.26 at Yuba, 4.02 at comparable schools), which makes meaningful collaborations across the disciplines nearly impossible.			
YC - Library & Learning Resources Program Recommendations - Library instructional program - Continue offering research skills courses on a regular basis. Online LibSc-1 course is currently scheduled to be taught in Spring 2013. Basic skills students and students struggling with technology may particularly benefit from a research course (LibSc-1) to be taught in a traditional classroom. **Year(s) Requested:** 2012-2013 2013-2014 2014-2015 **Request Date:** 09/25/2012 **Inactive Date:** 01/01/2016 **Recommendation Priority:** 2. Medium Priority **Supporting Evidence (SLO, WSCH, etc.):** Basic research skills courses are instrumental in providing a comprehensive cross-disciplinary information literacy program at Yuba College. Positive correlations between student success and library research skills are well established in literature. According to the Fall 2012 YC faculty survey, only 25% of instructors have very high or high level of confidence that students can differentiate between popular	**Plan of Action:** Schedule 1-2 credit research courses each semester. **Type:** Curriculum/SLO **Budgetary Impact:** FTES, 1-2 units per semester.	10/04/2012 - On target. **Recommendation Progress:** Recommendation Addressed/Satisfactory Progress **Reporting Year:** 2012-2013	
	Plan of Action: Contingent on hiring a replacement librarian, actively engage and partner with subject specific faculty across the curricula to improve students' information competency and critical thinking skills. **Type:** Staffing - Faculty **Budgetary Impact:** FT or PT faculty pay scale		

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
and scholarly materials online.			
YC - Library & Learning Resources Program Recommendations - Library Technical Assistant - Hire a full-time Library Technical Assistant to maintain Sutter Facility LRC operations scheduled to start in Fall 2012. **Request Date:** 12/01/2011 **Inactive Date:** 12/01/2013 **Recommendation Priority:** 3. High Priority **Supporting Evidence (SLO, WSCH, etc.):** Sutter Facility LRC requires a library technician to open services and facility use to students in Fall 2012.	**Plan of Action:** Begin the hiring process for the LTA to be assigned to the new Sutter Facility. **Type:** Staffing - Other **Budgetary Impact:** Classified salary range: 26	10/04/2012 - The LTA for Sutter Center has been hired in 2012. **Recommendation Progress:** Recommendation Addressed/Satisfactory Progress **Reporting Year:** 2012-2013 09/25/2012 - LTA for the Sutter Center Library was hired in July 2012. **Recommendation Progress:** Recommendation Addressed/Satisfactory Progress **Reporting Year:** 2012-2013	
YC - Library & Learning Resources Program Recommendations - Library/Media Specialist 1 - Fill the Library/Media Specialist position that is vacant due to 2010 layoff. This position is vital for maintaining library operations, especially in the renovated Building 1100. **Year(s) Requested:** 2012-2013 2013-2014 2014-2015 **Request Date:** 11/21/2011 **Inactive Date:** 11/21/2020 **Recommendation Priority:** 2. Medium Priority **Supporting Evidence (SLO, WSCH, etc.):** Title 5 of the California Code of Regulations (§ 58724) includes minimum standards for numbers of support staff:	**Plan of Action:** Rehire laid-off Library/Media Specialist. **Type:** Staffing - Other **Budgetary Impact:** Salary range: 24.		

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
FTES = Support Staff <1,000 _ 3 1,001 _ 3,000 = 4.5 3,001 _ 5,000 = 6.5 5,001 _ 7,000 = 9 Each Addition 1K = 1 The California Community College Board of Governors sets these minimums, and colleges and districts should meet or exceed them.			
YC - Library & Learning Resources Program Recommendations - Online Library Resources - Maintain and increase availability and accessibility of online library resources. **Year(s) Requested:** 2012-2013 2013-2014 2014-2015 **Request Date:** 11/21/2011 **Inactive Date:** 11/21/2020 **Recommendation Priority:** 3. High Priority **Supporting Evidence (SLO, WSCH, etc.):** A large number of high quality online library resources are instrumental for creating and maintaining a world class library that serves Yuba College library user needs. Usage statistics deminostrate high volume of searches performed online.	**Plan of Action:** Ensure continued funding for library subscriptions. Include the need for these funds in the budget planning process. **Type:** Equipment/Technology **Budgetary Impact:** $76,000 per year is needed to maintain library online subsriptions as well as print based magazines.		
	Plan of Action: Implement a Discovery service. Patrons are used to Google and don't want to use different search methods for different databases or different databases. Discovery is an index of all the electronic resources, which it searches at once. One option of such index is Serials Solutions' Summon. **Type:** Equipment/Technology **Budgetary Impact:** TBD. Primarily, an additional librarian is needed to maintain all the links, connections, and trouble shoot issues. Additionally, annual subscription to a federate search product will be required.		
YC - Library & Learning Resources			

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
Program Recommendations - Hours of Operation at Marysville Campus - Maintain suffient hours of operation to meet student needs. Current hours are 7:45am-8pm Mon-Thur, 7:45am-4:30pm Friday. This is the minimum needed hours. Sufficient PT librarian and student assistant funding is required to maintain these hours. **Year(s) Requested:** 2012-2013 2013-2014 2014-2015 **Request Date:** 11/21/2011 **Inactive Date:** 11/21/2020 **Recommendation Priority:** 3. High Priority **Supporting Evidence (SLO, WSCH, etc.):** Student surveys repeated report the need for extended library hours. Hours had been reduced in the previous 2 years due to budget reductions, staff layoffs, and other reasons. In 2011-2012, the hours have been partially restored. YC Faculty Fall 2012 survey also indicated the need to extend hours of operation. Fall 2012 YC Student survey indicates the need for extended hours as well, including evenings and weekends.	**Plan of Action:** Maintain $24,000 annual funding for PT librarians, and $20,000 for student assistants. **Type:** Staffing - Other **Budgetary Impact:** $44,000 per year.		
YC - Library & Learning Resources Program Recommendations - SCL: Computers - Equip Sutter Facility LRC with computers. **Year(s) Requested:** 2011-2012 **Recommendation Priority:** 3. High Priority **Supporting Evidence (SLO, WSCH, etc.):**			

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Refer to Measure J Sutter Facility User Group planning documents.			
YC - Library & Learning Resources Program Recommendations - CLC: Equipment Needs - Set up a copier for a "Copy Cafe" area with a fee-based, self-serve set-up. Purchase/find a wall-mount monitor for large group study room. Replace five (updated or new) computers for following areas: Reference desk, circulation desk, circulation area work desk, large group study room and second OPAC station. Update 12 computers for the Clear Lake campus LRC scheduled to reopen in Spring 2013. Purchase a scanner for student use. **Year(s) Requested:** 2012-2013 2013-2014 2014-2015 **Request Date:** 09/25/2012 **Inactive Date:** 09/26/2016 **Recommendation Priority:** 2. Medium Priority	**Plan of Action:** Set up a copier for a "Copy Cafe" area with a fee-based, self-serve set-up. Purchase/find a wall-mount monitor for large group study room. Replace five (updated or new) computers for following areas: Reference desk, circulation desk, circulation area work desk, large group study room and second OPAC station. Update 12 computers for the Clear Lake campus LRC scheduled to reopen in Spring 2013. Purchase a scanner for student use. **Type:** Equipment/Technology **Budgetary Impact:** $6000 for 5 computers and 1 wall-mount monitor. **Location:** Clear Lake Campus	09/25/2012 - Update 12 computers for the Clear Lake campus LRC scheduled to reopen in Spring 2013. - done Purchase a scanner for student use. - Done Set up a color printer. - still needed Set up a copier for a "Copy Cafe" area with a fee-based, self-serve set-up. - still needed **Recommendation Progress:** Recommendation Needs Improvement/Attention **Reporting Year:** 2012-2013	
YC - Library & Learning Resources Program Recommendations - Improve IT Support - Ensure timely and sufficient IT support **Year(s) Requested:** 2011-2012 2012-2013 2013-2014 2014-2015 **Request Date:** 01/10/2012			

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
Inactive Date: 01/31/2027 **Recommendation Priority:** 3. High Priority **Supporting Evidence (SLO, WSCH, etc.):** Supporting evidence: Given that libraries rely on current and functioning technology to meet even basic functions, the YC library should have as part of its staff a full-time computer or information technology maintenance and repair technician. In circumstances where this may not be possible, the college or district should make available technicians dedicated to serving the information technology maintenance and repair needs of the library. Reference: Standards of Practice for California Community College Library Faculty and Programs The Academic Senate for California Community Colleges, adopted Fall 2010			
YC - Library & Learning Resources Program Recommendations - Revise library job descriptions - Revise library media specialist, and library technical assistant job descriptions to accurately reflect current skills, job duties and changing trends in the library field. **Year(s) Requested:** 2011-2012 2012-2013 2013-2014 **Request Date:** 01/01/2012 **Recommendation Priority:** 3. High Priority **Supporting Evidence (SLO, WSCH, etc.):**	**Plan of Action:** Wait for direction from the HR office on how to proceed with updating job descriptions. As of January 2012, ANY change to the job description must go through a reclassification process, which is not feasible. **Type:** Staffing - Other **Budgetary Impact:** N/A	09/25/2012 - No progress has been made by the HR office. The updated drafts have been submitted to the HR office around February 2012. **Recommendation Progress:** Recommendation Needs Improvement/Attention **Reporting Year:** 2012-2013	

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Refer to the current job descriptions. The L/M specialist job description still mentions card catalogs even though the library automated 15+ years ago.			
YC - Library & Learning Resources Program Recommendations - Library Bldg. 1100 renovation project - Consistent involvement of the user group in the planning for the 1100 facility, especially in terms of ensuring that Measure J funds and state funds, as well as district funds allocate appropriate levels of funding for student access via computers, print stations, and informal learning spaces. As well as for signage, virtual databases, and tangible resources like books. **Year(s) Requested:** 2011-2012 2012-2013 2013-2014 **Request Date:** 02/01/2012 **Recommendation Priority:** 3. High Priority **Supporting Evidence (SLO, WSCH, etc.):** Without full participation from the Usergroup, the Build. 1100 Measure J project risks missing critical information and proper planning for the updated library.	**Plan of Action:** Expand quiet study spaces somewhere on campus, based on student feedback about the noise level. **Type:** Equipment/Technology **Budgetary Impact:** Minimal.		
YC - Library & Learning Resources Program Recommendations - Textbooks on Reserve - There is a need to expand textbooks on reserve funds in order to address support for students on limited incomes. Additional funds should be designated to purchase textbooks on reserve, or a system to support faculty in requesting their free copies from publishers			

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should be implemented. Access to textbooks is clearly connected to student success. **Year(s) Requested:** 2011-2012 2012-2013 2013-2014 2014-2015 **Recommendation Priority:** 2. Medium Priority **Supporting Evidence (SLO, WSCH, etc.):** Most of the reserved textbooks are provided by individual faculty who request free review copies from publishers. However, not all instructors request textbooks in a timely manner. Additionally, some publishers refuse to supply a second free copy for the library. As a result, many students suffer being unable to purchase their books at the beginning of the semester due to delays in financial aid.			
YC - Library & Learning Resources Program Recommendations - One card system - One card system with expanded printing options for students should be implemented in the near future. This one card should have a barcode and serve as a library card as well. **Year(s) Requested:** 2012-2013 2013-2014 2014-2015 **Request Date:** 02/01/2012 **Recommendation Priority:** 1. Low Priority			
YC - Library & Learning Resources Program Recommendations - Polaris / Datatel Integration - Integrate Polaris	**Plan of Action:** Complete Polaris/Datatel integration. The		

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Library System with Datatel for seamless creation, modification, and updating of students' records in the library system. **Year(s) Requested:** 2011-2012 2012-2013 2013-2014 2014-2015 **Request Date:** 12/04/2011 **Recommendation Priority:** 2. Medium Priority **Supporting Evidence (SLO, WSCH, etc.):** It is not effective to keep separate student records in Polaris and Datatel. Once student records are updated in Datatel, they are not updated in the Library database, causing the library to have old student records with incorrect contact information.	project started in Spring 2011. **Budgetary Impact:** N/A.		
YC - Library & Learning Resources Program Recommendations - SCL: Hire a part-time Library/Media Specialist - This will be a permanent .4-.49 FTE position. Currently the library is relying on federal work-study students to ensure that the only staff member has coverage for breaks, lunches, and once she starts doing any bibliographic instruction/orientations, it would have to be around when she has student desk coverage/DE test proctoring. (Unless of course, a librarian is hired to cover this latter task at Clear Lake and Sutter?) Student coverage is unreliable at best. A number of days already happened where LTA goes without lunch because a student has not shown up or called in sick. There are several mornings a week where she has no coverage (other than herself) until 12:30pm. The library hours are also from 8am ? 5pm, which is also her work	**Plan of Action:** Submit a personnel requisition form **Type:** Staffing - Other **Budgetary Impact:** About $14000/yr for a 10 month position, 0.49. **Location:** Sutter County Campus		

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
schedule. There is no time on either side of the day for her to perform opening/closing activities without coming in a bit early, and staying a bit late. Also, it is not clear yet how library hours will be covered when LTA calls in sick or needs to take a vacation. The Sutter Center will be offering some evening classes next term; tentatively 2 nights per week. If we had another position at the Sutter Center, the library could have extended hours on those days to accommodate these students. We could also offer extended DE testing on those evenings. **Year(s) Requested:** 2012-2013 2013-2014 2014-2015 **Request Date:** 09/25/2012 **Inactive Date:** 09/26/2016 **Recommendation Priority:** 3. High Priority			
YC - Library & Learning Resources Program Recommendations - SCL: Create a budget for student assistants - Currently the library is relying on students to ensure that LTA has coverage for breaks, lunches, and once she starts doing any bibliographic instruction/orientations, it would have to be around when she has student desk coverage/DE test proctoring. (Unless of course, a librarian is hired to cover this latter task at Clear Lake and Sutter?) Student coverage is unreliable at best. On many occasions the LTA goes without lunch because a student has not shown up or called in sick. There are several mornings a week where LTA has no coverage (other	**Plan of Action:** Submit a request for budget for student workers. **Type:** Staffing - Other **Budgetary Impact:** $6000/yr. **Location:** Sutter County Campus		

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than herself) until 12:30pm. The library hours are also from 8am ? 5pm, which is also her work schedule. There is no time on either side of the day for me to perform opening/closing activities without coming in a bit early, and staying a bit late. Reliable student assistants (beyond what is available through the federal work-study program) would alleviate some of these problems. **Year(s) Requested:** 2012-2013 2013-2014 2014-2015 **Request Date:** 09/25/2012 **Inactive Date:** 09/26/2016 **Recommendation Priority:** 2. Medium Priority			
YC - Library & Learning Resources Program Recommendations - SCL: purchase a book return box - Currently the library is open M-F, 8am-5pm. There is no place for students to return material when the library is closed. Ideally, it would be nice to have one on either side of the building. **Year(s) Requested:** 2012-2013 2013-2014 2014-2015 **Request Date:** 09/25/2012 **Inactive Date:** 09/25/2016 **Recommendation Priority:** 3. High Priority	**Plan of Action:** Purchase an outside book return box for the library. **Type:** Equipment/Technology **Budgetary Impact:** $4900 **Location:** Sutter County Campus		
YC - Library & Learning Resources Program Recommendations - SCL: security gate / gate counter - Security Gates/Gate Counter ? Although the SCL does not have			

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
a large number of print materials at this time, having a method to secure material from theft could potentially save the library from having to repurchase stolen material. This would also include the equipment to sensitize/de-sensitize library material. Having a gate counter would help staff to obtain an accurate count of how much the space is being used and to justify the needs for the library. Currently staff are maintaining statistics on the number of patrons in the library at 15 minute intervals. However, this is a very rough estimate. Based on how much is being checked out, the head counts under-represent the actual number of people coming into the library. **Year(s) Requested:** 2012-2013 2013-2014 2014-2015 **Request Date:** 09/25/2012 **Inactive Date:** 09/25/2016 **Recommendation Priority:** 1. Low Priority			
YC - Library & Learning Resources Program Recommendations - SCL: Install a fee-based printer and a solution for making "change" - o Equipment to charge for printing from OML computers, and to use with the photocopier. The library does not charge for printing at this time. Printing was limited to anything that was related to school. Unfortunately the library has been going through reams of paper per day and the Dean has now limited printing to material that has to be handed in to a professor for a class. Library staff needs to monitor all print jobs, which can be time	**Plan of Action:** One-card solution for printing and copying is urgently needed at SCL. The district-wide technology committee urgently needs to implement a new printing solution at SCL. **Type:** Equipment/Technology **Budgetary Impact:** TBD. **Location:** Sutter County Campus		

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
consuming and potentially cause problems with patrons. Staff are also making change for the photocopier as there is no change machine in the building. This means the library needs to have a certain amount of petty cash and there is potential for theft. There is no security in the building, nor is there a security button in the library, as there is in the registration area ? another department that carries petty cash. Also recommended is a color printer that students have access to (only for a fee). Currently, there is no color printer in the building. **Year(s) Requested:** 2012-2013 2013-2014 2014-2015 **Request Date:** 09/25/2012 **Inactive Date:** 09/25/2016 **Recommendation Priority:** 3. High Priority			
YC - Library & Learning Resources Program Recommendations - LRC Credit Card - Supply the LRC administrative secretary with a credit card for the division. The library receives frequent materials requests from faculty and students. Many of these requests are purchased on amazon.com or similar websites. It is not feasible to create purchase orders for each individual purchase request (sometimes in the amount of $18.00). In some cases, purchase orders are not an option with the buyer. While the Dean has a credit card, she should not have to perform a secretarial task of making small purchases online.			

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
Year(s) Requested: 2012-2013 2013-2014 2014-2015 **Request Date:** 09/25/2012 **Inactive Date:** 09/25/2016 **Recommendation Priority:** 3. High Priority			
YC - Library & Learning Resources Program Recommendations - Increase the collections/materials budget to accomodate SCL patron needs - The biggest use of the collection at the Sutter County Center Library is the course reserve material. This semester, ~$1700 was spent for textbooks; ~$700 came from the Sutter Center Library budget. (No multiple copies were purchased, and a number of titles were transferred from the Yuba College Campus.) It is anticipated that we will need to spend at least 2k to cover expenses for the Spring semester and potentially another 1-2k for the summer session. This would be without buying multiple copies, and probably not every textbook being used. Purchasing every textbook is not within the mission parameters of the library, however, we do make an effort to purchase materials for those courses that rely heavily on their texts. My recommendation would be $2500 per semester for textbooks, plus an additional $2,500 to purchase other material over the course of the year, (including journal subscriptions) for a total of $7,500. (Ideally $10k would be nice, but I am trying to be practical.) ?Seed money/one-time money for start -up of the print collection at Sutter County	**Plan of Action:** Submit a request to increase library budget to accomodate SCL patron needs. **Type:** Equipment/Technology **Budgetary Impact:** $7500/yr. Plus 1-time expense of $3K-$5K. **Location:** Yuba College - All		

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
Center Library. ~$3,000-$5,000. **Year(s) Requested:** 2012-2013 2013-2014 2014-2015 **Request Date:** 09/25/2012 **Inactive Date:** 09/25/2016 **Recommendation Priority:** 3. High Priority			
YC - Library & Learning Resources Program Recommendations - CLC Library: Increase hours of operation - Current hours: Monday-Thursday 8:00- 7:00pm; Friday 8:00-4:30pm Proposed Hours: Monday-Thursday 7:45 ? 8:00pm; Friday 7:45 ? 4:30pm **Year(s) Requested:** 2012-2013 2013-2014 2014-2015 **Request Date:** 09/26/2012 **Inactive Date:** 09/26/2016 **Recommendation Priority:** 2. Medium Priority	**Plan of Action:** Increase hours for Library/Media Specialist position, currently at .40 FTE. This position is critical in providing proper supervision of new/expanded library space, providing evening coverage and in providing services to students. **Type:** Staffing - Other **Budgetary Impact:** 5 hours/week, step 24. **Location:** Clear Lake Campus		
YC - Library & Learning Resources Program Recommendations - CLC Library: provide instructional materials to support academic programs - Continue to build the print holdings of the library with current titles; develop the non-print media (DVD) collection with database for district-wide use. **Year(s) Requested:** 2012-2013	**Plan of Action:** Augment the YC library budget to accomodate print and DVD requests from CLC library. **Type:** Equipment/Technology **Budgetary Impact:** $5000/yr **Location:** Yuba College - All		

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
2013-2014 2014-2015 **Request Date:** 09/26/2012 **Inactive Date:** 09/26/2016 **Recommendation Priority:** 3. High Priority			
YC - Library & Learning Resources Program Recommendations - CLC library: address staffing shortage - Provide continual and added coverage of new library space allowing for proper lunch and break schedules for permanent staff and preventing the need for library closure during the day. **Year(s) Requested:** 2012-2013 2013-2014 2014-2015 **Request Date:** 09/26/2012 **Inactive Date:** 09/26/2016 **Recommendation Priority:** 3. High Priority	**Plan of Action:** Have adequate and timely access in hiring student employees through the FWS and/or other programs. **Type:** Staffing - Other **Budgetary Impact:** $6000/yr **Location:** Clear Lake Campus		
YC - Library & Learning Resources Program Recommendations - Improve library outreach to students and faculty - Promote library services and resources to students and faculty **Year(s) Requested:** 2012-2013 2013-2014 2014-2015 **Request Date:** 09/26/2012 **Inactive Date:** 09/26/2016			

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
Recommendation Priority: 3. High Priority **Supporting Evidence (SLO, WSCH, etc.):** The lead librarian conducted focus group interviews and collected refletive essays from students. Findings indicated that most students do not ask librarians for help (while getting help from friends and family members). Another finding was that students perceive library databases to be cumbersome and difficult to use, limiting themselves to Google searches. Additionally, Fall 2012 faculty survey indicated that 42% of faculty do not use ebooks. Also, 42% of faculty stated that they are only "somewhat familiar" with the YC Library Resources.			
YC - Library & Learning Resources Program Recommendations - Library/Media Specialist 2 - Replace the Library/Media Specialist scheduled to retire in December 2012. **Year(s) Requested:** 2012-2013 **Request Date:** 10/04/2012 **Inactive Date:** 10/04/2016 **Recommendation Priority:** 3. High Priority **Supporting Evidence (SLO, WSCH, etc.):** The replacement of the Library Media Specialist position is absolutely crucial to maintaining current levels of services and resources. As outlined in the library program review, the responsibilities of this position changed over time to reflect modern library practices. This position will be responsible	**Plan of Action:** Submit staffing requisition justification form ASAP. **Type:** Staffing - Other **Budgetary Impact:** Classified, step 24. **Location:** YC Marysville Campus		

Recommendations	Plans of Action & Budgetary Impact / Tasks	Status	Feedback & Follow-Up
for supporting students? needs related to technology in the computer lab, as well as more traditional library functions and proctored testing. This position evolved as libraries moved to increasingly digital mode of delivery. This support includes help with Blackboard, Portal, email, wifi, personal electronic devices, electronic library resources, etc. It is imperative that a staff member be responsible for coverage of the circulation desk whenever the library is open. At present, when the L/MS is not at that station (e.g. lunch, illness, meetings), then the other L/MS has to do so. This drawing away of the other L/MS from her job means that other library tasks get delayed; however, it allows us to keep the library open. With only 1 L/MS at YC Library, the circulation desk would have to close if a staff member is out for any reason (sickness, vacation, lunch, or shared governance commitments). As stated earlier, without a minimum of two Library Media Specialists, the library cannot remain open 59 hours/week. Each Library Media Specialist currently work 1 evening per week to offer proctored DE testing in the evenings while being available to students during busy morning hours. Both student and faculty surveys consistently indicate a desire for increased library hours and the need to expand the hours of operation, not reduce them. Replacement L/MS is needed immediately after current L/MS retires. Due to the current layout of the library in the cafeteria, student staffing of the computer lab is not an option. A staff member is needed in the computer lab to proctor DE testing and oversee the			

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lab and the quiet study space. Further, this position is even more crucial for the move to the remodeled library in Bldg. 1100. A single L/MS with one full-time librarian are unable to staff 18,000 square foot instructional space in the library (in addition to the computer lab). According to the National Center for Educational Statistics, the library staff state average for colleges comparable in size to Yuba College is 4+. Title 5 §58724 recommends 4.5 Support staff for the library, and 3 support staff for the media center for the College our size. YC currently only has two. The typical gate count in the library is 200,000 patrons per year. This number is likely to increase once the renovated library opens in Fall 2013.			
YC - Library & Learning Resources Program Recommendations - Print Collections - Maintain a budget line for print collections to support students at all three campuses as well as district-wide. **Year(s) Requested:** 2012-2013 2013-2014 2014-2015 **Request Date:** 10/04/2012 **Inactive Date:** 10/04/2016 **Recommendation Priority:** 2. Medium Priority **Supporting Evidence (SLO, WSCH, etc.):** Fall 2012 Faculty Survey indicates the need to purchase more print books.			
YC - Library & Learning Resources Program Recommendations - Subject-specific resources - Create discipline-	**Plan of Action:** Hire a second FT librarian or increase		

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specific online resources or web-pages, similar to LibGuides. **Year(s) Requested:** 2012-2013 2013-2014 2014-2015 **Request Date:** 10/04/2012 **Inactive Date:** 10/04/2016 **Recommendation Priority:** 2. Medium Priority **Supporting Evidence (SLO, WSCH, etc.):** 69% of respondents of the Fall 2012 YC Faculty Survey indicated that such subject-specific resources would be either of high or medium importance to them.	funding for PT librarians to compile and maintain such a resource. **Type:** Staffing - Faculty **Budgetary Impact:** Varies **Location:** YC Marysville Campus		