

[Plans for Library >> 2019 - 2020 Library CHC Administrative Services Annual Plan 2019-2020](#)

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Name :

2019 - 2020 Library CHC Administrative Services Annual Plan 2019-2020

Principal Preparer :

Krista Ivy

Planning Participants :

Krista Ivy

10. Four-Year Action Plan (Goals, Objectives, Resources, and Actions)

Updating this Question is Required on the Annual Plan!

Rubric Item: Reflect on your responses to all the previous questions. Complete the Four-Year Action Plan, entering the specific program goals ([goal rubric](#)) and objectives ([objective rubric](#)) you have formulated to maintain or enhance your strengths, or to address identified weaknesses.

In writing your objectives and developing your resource requests, take into account student learning and program assessment results. Assign an overall priority to each goal and each objective. In addition, enter any actions and/or resources required to achieve each objective. (Click here to see a definition of [goals](#), [objectives](#), [actions](#), and how they work [together](#).)

- **1 - Goal - Meet minimum ALA standards to ensure adequate library support and operations that facilitate the academic advancement of students.**

Priority Rank:

1

Objectives:

- **1.1 - Objective - Recruit and hire a Technical Services Librarian**

Priority Rank:

1

Start Date:

02/01/2019

End Date:

08/31/2019

Responsible Person:

Dr. Kay Weiss

Strategic Direction:

4. Expand Access

Impact Type:

Site

Institutional Learning Outcome:

5. **Information Literacy**

Resource Requests:

▪ 1.1.r1 - Technical Services Librarian

Description

Hire a Technical Services Librarian to provide :

- leadership in the management, administration, and utilization of the library's new Library Services Platform (LSP);
- leadership in the management of technical services areas, including cataloging and Library of Congress classification (LOC);
- Serves as liaison to library vendors as related to technical services' functions;
- Develops research guides, video tutorials, bibliographies, and other instructional materials which support student and curricular needs;

Rationale

During 2019, the Library participated in the statewide LSP (Library Services Platform) project where the outdated and unsupported catalog was migrated to a new platform and discovery tool (Alma and Primo). To manage this resource, a technical-services librarian is critical. Currently both full-time faculty librarians are public service librarians and do not have the technical background to manage this aspect of the Library's collection. In 2011, the technical services librarian position was eliminated. To move our Library and collections forward it is critical to hire a technical services Librarian.

Resource Type:

Ongoing

Expenditure Category:

Non-Instruction Hourly (1480)

○ 1.2 - Objective - Recruit and hire a pool of substitute librarians

Priority Rank:

2

Start Date:

12/01/2019

End Date:

03/31/2020

Responsible Person:

Dr. Kay Weiss

Strategic Direction:

4. Expand Access

Impact Type:

Site

Institutional Learning Outcome:

5. Information Literacy

Resource Requests:

▪ 1.2.r1 - Substitute Librarian Pool

Description

This funding will cover the costs to schedule substitute librarians when the adjunct librarians are out sick or on vacation.

Rationale

This will ensure that the library will not close during posted hours.

Resource Type:

Ongoing

Expenditure Category:

Non-Instruction Hourly (1480)

First Year Cost/Savings:

\$3,000.00/\$0.00

Second Year Cost/Savings:

\$3,000.00/\$0.00

Third Year Cost/Savings:

\$3,000.00/\$0.00

Actions/Activities:

▪ **1.2.a1 - Hire and Recruit Pool of Substitute Librarians**

To recruit and hire substitute librarians to cover evening shifts when part-time Librarians call out sick or are on vacation.

Start Date:

12/01/2019

End Date:

03/31/2020

Responsible Person:

Dr. Kay Weiss

○ **1.3 - Objective - Recruit and hire a full-time faculty member as Library Coordinator**

Priority Rank:

8

Start Date:

01/01/2019

End Date:

07/31/2019

Responsible Person:

Dr. Kellori Dower

Strategic Direction:

6. Promote Effective Decision Making

Impact Type:

Site

Institutional Learning Outcome:

5. Information Literacy

○ **1.4 - Objective - Based on the results of the ILO assessment process, increase the number of students and faculty receiving information literacy training and professional development by the library.**

Priority Rank:

9

Start Date:

02/18/2020

End Date:

02/02/2022

Responsible Person:

Library Faculty and Staff

Strategic Direction:

1. Promote Student Success

Impact Type:

Site

Institutional Learning Outcome:

5. **Information Literacy**

- **2 - Goal - Maintain currency of library materials for adequate access to quality resources through the acquisition, de-selection, and cataloging processes.**

Priority Rank:

3

Objectives:

- **2.1 - Objective - Select library materials according to Collection Development policy as to continue to provide timely relevant materials.**

Priority Rank:

3

Start Date:

07/01/2017

End Date:

06/30/2022

Responsible Person:

Library Staff

Strategic Direction:

4. Expand Access

Impact Type:

District Wide

Institutional Learning Outcome:

5. **Information Literacy**

Resource Requests:

- **2.1.r1 - Course Reserves Collection**

Description

The course reserves collection is entirely sourced from Faculty and Department donations. This equates to a collection that is drastically out of date and ineffective. The two main iterations for reserve use is : a student cannot afford their course textbook and chooses to use the Course Reserve copy to complete course readings; the other instance is for students who purchase their course textbook but is unable to carry it throughout their day at school and check-out the reserves copy to do readings during breaks in their day. Curently most course reserves are outdated by one or two editions. Both scenarios can drastically help students with their academic success. I am requesting an annual budget of \$5,000 to purchase course textbooks to better serve our students.

Rationale

The highest used Library collection is Course Reserves and its' budget is \$0. As the highest used collection in the Library, this has the highest potential in helping students achieve their educational goals. Supporting this collection will mitigate the ever-increasing cost of textbooks for students who are financially at risk. Both use scenarios (listed in the description) can drastically help students with their academic success. I am requesting a budget of \$5,000 to purchase course textbooks to better serve our students.

Resource Type:

Ongoing

Expenditure Category:

Textbooks (4100)

First Year Cost/Savings:

\$5,000.00/\$0.00

Second Year Cost/Savings:

\$4,000.00/\$0.00

Third Year Cost/Savings:

\$3,000.00/\$0.00

- **2.1.r2 - Books, journals, databases**

- **Description**

- Over a five year period, library staff will be responsible for coordinating the de-selection, acquisition, and cataloguing process to increase currency of materials and library use.

- **Rationale**

- The majority of books held in the library are outdated. To build a timely, relevant collection both acquisitions and deselections are necessary. Librarians will continue to select materials to be added to the collection relying on the parameters set forth in the [Collection Development policy](#). In addition, a process of deselection is currently being discussed amongst library staff so that this necessary work can begin.

- Resource Type:

- Ongoing

- Expenditure Category:

- Reference Books (4220)

- First Year Cost/Savings:

- \$100,000.00/\$0.00

- Second Year Cost/Savings:

- \$100,000.00/\$0.00

- Third Year Cost/Savings:

- \$100,000.00/\$0.00

- **2.2 - Objective - Develop a process and schedule for deselection of outdated, irrelevant materials.**

- Priority Rank:

- 4

- Start Date:

01/01/2019

End Date:

06/30/2019

Responsible Person:

Library staff

Strategic Direction:

4. Expand Access

Impact Type:

District Wide

Institutional Learning Outcome:

5. **Information Literacy**

- **3 - Goal - Migrate current library catalog and ILS (Integrated Library System) to ExLibris Alma and Primo.**

Priority Rank:

5

Objectives:

- **3.1 - Objective - Provide increased functionality and access to resources through new library catalog.**

Priority Rank:

5

Start Date:

01/01/2019

End Date:

09/30/2020

Responsible Person:

Krista Ivy

Strategic Direction:

4. Expand Access

Impact Type:

District Wide

Institutional Learning Outcome:

5. **Information Literacy**

Resource Requests:

- **3.1.r1 - Cataloging Subscription**

Description

As part of the statewide LSP project, our annual fee for our catalog is paid by the State through 2020. In 2021, it is possible that the State might not pay for the catalog fees. Previously the SBCCD paid all OCLC fees (former catalog subscription). There is a possibility that SBCCD will be charged for the catalog fees in 2021.

Rationale

All California Community College Libraries participated in the LSP project and migrated to the same library platform. Fees are unknown.

Resource Type:

Ongoing

Expenditure Category:

Software Leases and Software Licensing (5621)

Actions/Activities:

▪ **3.1.a1 - Extract current library records**

Extract all necessary data of current library materials and patron information to be imported into new library services platform as part of the systemwide migration initiative.

Start Date:

01/01/2019

End Date:

12/31/2019

Responsible Person:

Krista Ivy

▪ **3.1.a2 - Design format of new library services platform**

As part of the systemwide Library Services Platform migration to ExLibris Alma and Primo products, library staff will need to decide on design and functionality of patron interface.

Start Date:

01/01/2019

End Date:

12/31/2019

Responsible Person:

Library staff

▪ **3.1.a3 - Map data from old system to new system**

As part of the migration project, data and records will need to be mapped into the system and its functions. Testing in a sandbox environment will be necessary.

Start Date:

01/01/2019

End Date:

12/31/2019

Responsible Person:

Krista Ivy

▪ **3.1.a4 - Clean up data after migration**

Identify known issues with current catalog (OCLC WMS) and clean-up data once migration takes place.

Start Date:

08/01/2019

End Date:

09/30/2020

Responsible Person:

Krista Ivy

• **4 - Goal - Increase instructional resources for online education**

Priority Rank:

6

Objectives:

- **4.1 - Objective - Design and create research guides for all campus programs.**

Priority Rank:

6

Start Date:

07/01/2019

End Date:

06/30/2019

Responsible Person:

Librarians

Strategic Direction:

4. Expand Access

Impact Type:

District Wide

Institutional Learning Outcome:

5. **Information Literacy**

Resource Requests:

- **4.1.r1 - Purchase research guide software**

Description

Purchase LibGuides which is a content management system utilized by most academic libraries. This tool is used to "curate knowledge and share information, organize class and subject specific resources, and to create and manage websites."

Rationale

This easy to use resource allows librarians to create guides on many different topics. Having access to this tool will allow us to promote library resources more efficiently and increase usage in traditional and online courses.

Resource Type:

Ongoing

Expenditure Category:

Software Leases and Software Licensing (5621)

First Year Cost/Savings:

\$2,000.00/\$0.00

Second Year Cost/Savings:

\$2,000.00/\$0.00

Third Year Cost/Savings:

\$2,000.00/\$0.00

Actions/Activities:

- **4.1.a1 - Create subject specific online research guides**

Provide subject specific research guides to assist students taking online courses.

Start Date:

01/01/2019

End Date:

12/31/2019

Responsible Person:

Librarians

- **5 - Goal - Update assessment goals for the library program**

Priority Rank:

7

Objectives:

- **5.1 - Objective - Revise SLOs and SAOs and how to assess them**

Priority Rank:

7

Start Date:

01/01/2019

End Date:

12/31/2019

Responsible Person:

Library staff

Strategic Direction:

3. Develop Teaching and Learning Practices

Impact Type:

Site

Institutional Learning Outcome:

5. **Information Literacy**