Program Review

Purpose

"Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices" **– Academic Senate for California Community Colleges**

Data Driven Decision Making

Continual improvement
Evaluation of program resource needs
Fiscal stewardship and transparency
Culture of evidence

Reporting Cycle

Program Review will be conducted every two years beginning Fall semester 2021.

Reporting Cycle Activities	Timeline
Program Review forms posted on the Program Review website:	August 22, 2023
Data is available on the ORPIE website:	
• Instructional Program Review Dashboard	Available now
• Student Services Program Review Dashboard	*Coming August 28, 2023*
• State comparison data may be found on Data Mart or Cal-Pass Plus	Available now
Program Review Office Hours and Data Support offered in a hybrid format in the Language Arts (LA) Room 115 and by zoom.	See the Program Review website schedule information.
Program Review draft due via Dynamic Forms.	Friday, October 6, 2023
Review and Feedback Steps to Finalize Program Review:	
• Step 1a: *Technical Review* by IEC (for all) and Academic Senate (for any that include a faculty request). • See the technical review rubrics.	Friday, October 6, 2023
• Step 1b: *Content Review* by Deans/Director. Feedback due to author.	Friday, October 6, 2023
• Step 2: *Completed Revisions* submitted by author for final approvals by Deans/Manager and Vice Presidents. Final draft will address technical and content review feedback.	Friday, November 3, 2023
• Step 3: **Final Program Review Approvals** by Deans/ Manager, Vice Presidents, and IEC. ORPIE will post final draft to the website.	Friday, December 1, 2023
• Step 4: Funding Requests proceed through governance structure.	
• Depending on the request either the Vice President or the IEC will assign the Program Review to the appropriate committee(s), including Planning Council for prioritization.	Friday, December 1, 2023
• Committees forward recommendations to the Budget Committee	Friday, December 1, 2023

• Faculty Hiring timeline:	
• Academic Senate Q&A	Tuesday, November 14, 2023
• Senator Ratings due	Friday, November 17, 2023
• Academic Senate – Special Meeting to Review Rankings	Tuesday, November 28, 2023
• Prioritized requests for faculty positions will be provided by the Academic Senate to the Executive Team	Wednesday, November 29, 2023
▪ President makes final faculty decisions and reports to Senate at Special Meeting. ▪ Based on approved faculty positions, faculty submit search committee membership and supplemental questions to HR and the Academic Senate.	Tuesday, December 5, 2023
• Hiring committee participants appointed by the Academic Senate.	Tuesday, December 12, 2023
• The Budget Committee forwards all recommended non-faculty requests to the Executive Committee	Tuesday, December 12, 2023
• President announces all funded recommendations campus-wide	Monday, April 1, 2024

AUTHOR INFORMATION

Employee ID (E# or C#): C02025284   First Name Julie   Last Name Terrazas

Wing Student Services ▾   Email Address jterrazas3@gwc.cccd.edu   Office Phone X55207

Dean/Manager First Name Carla   Last Name Martinez   Email Martinez, Carla = cma ▾

Vice President First Name Claudia   Last Name Lee   Email clee243@cccd.edu ▾

Program Review - Draft
*StudSerPRLibrary.pdf

Program Review - Final
Submission
*PR2023_ServicesLibrary.pdf

This Program Review includes the following:* -- Please Select -- ▾
Pick all that apply.

Faculty Request -- Choose -- ▾

Facilities, Technology, Equipment Request -- Choose -- ▾

Classified Request -- Choose -- ▾

This Program Review includes the following:* Yes ▾
Pick all that apply.

If the answer was "Yes" but one of the following is not picked it will affect the form's workflow and you will have to resubmit.

Faculty Request Yes ▾

Facilities, Technology, Equipment Request Yes ▾

Classified Request Yes ▾

Faculty Requests (up to 3)   Faculty Requests (up to 3)
One upload per request   *One upload per request*

Faculty Upload1   Faculty Upload1
Faculty Upload2   Faculty Upload2
Faculty Upload3   Faculty Upload3

Facilities, Technology or Equipment Draft Requests (up to 5)   Facilities, Technology or Equipment Update Requests (up to 5)

FTE Upload1 PR_RF_2023_24-Facilites_Copiers_Security_Signs.pdf   FTE Upload1 PR_RF_2023_24-Facilites_Copiers_Security_Signs.pdf

FTE Upload2_PR_RF_2023_24_JSTOR_ZTC_EquitySuccess.pdf   FTE Upload2_PR_RF_2023_24_JSTOR_ZTC_EquitySuccess.pdf

FTE Upload3 PR_RF_2023_24_OtherLibReference.pdf
FTE Upload4 JSTOR Pricing.pdf
FTE Upload5 GWC.Library BW Canon Proposal 9.27.23.pdf

FTE Upload3 PR_RF_2023_24_OtherLibReference.pdf
FTE Upload4 PR_Library_IntersessionReference.pdf
FTE Upload5 PR_Library_SummerReference.pdf

Classified Personnel Draft Requests (up to 3)
One upload per request

Classified Upload1 5 CCR § 58724.pdf
Classified Upload2 LibraryAssistant.pdf
Classified Upload3 PR_2023_24_OrgChart2008_09.jpeg

Classified Personnel Updated Requests (up to 3)
One upload per request

Classified Upload1 5 CCR § 58724.pdf
Classified Upload2 LibraryAssistant.pdf
Classified Upload3 PRLibrary_RFF_2023_24ClassifiedPersonnel.pdf

Supporting Materials (Optional)

Upload1
Upload2
Upload3

Supporting Materials (Optional)

Upload1 PR_2023_24_OrgChart2008_09.jpeg
Upload2 JSTOR Pricing.pdf
Upload3 Golden West College 1 - EM Gate 4 Aisle DM Training. Pre-Site.10.10.23.pdf

...3536363836

Julie Terrazas
Author - Draft Signature

10/06/2023
Date

...3230323033

Julie Terrazas
Author - Final Signature

11/01/2023
Date

_____

Dean/Manager Draft Feedback

> For the SAO question, what improvements have we made based on the usage statistics?
>
> For the section on KPIs and demographics, explain that the library does not collect student data for services.
>
> Missing student usage data for the collection

FileUpload2

IEC Feedback

> Looks great. very thorough.Look at the third sentence on page 3 under challenges. It seems like a word is missing. Typo in first line of demographics on page 6.
> Maybe state why info is not available on page 7. Don't see number of students using services on page 7.
> Necessary documents attached. Was the librarian position attached to the instructional pr?

FileUpload4
Program Review Rubric Upload

Academic Senate Executive Board Feedback

FileUpload1
Program Review Rubric Upload

_____

Dean/Manager Final Feedback

> Still missing an explanation in the section on KPIs and demographics, to explain why the library does not collect student data for its services.

FileUpload2

...3238303234

Carla Martinez
Dean/Manager Signature

11/08/2023
Date

Vice President Feedback

I agree with improving the signage both inside and outside the library, as well as the safety-related requests. I'm hopeful once the district report is completed, the college will be able to move forward in addressing the concerns. As for the database requests, I believe lottery funding is available to purchase them.

FileUpload3

...3831383337

Claudia Lee
Vice President Signature

11/13/2023
Date

Downloaded to the following Committee Teams folder on: -- Choose -- ▼

...3031393533

Lauren Davis Sosenko   12/01/2023
IEC Signature   Date

Dean/Manager - Feedback Signature	Electronically signed by Carla Martinez on 10/31/2023 12:27:05 PM
Academic Senate: Technical Review Signature	Signature not required
Academic Senate Signature	Signature not required
IEC: Technical Review Signature	Electronically signed by Karen Putnam on 10/14/2023 9:04:28 PM

Program Review Purpose

"*Program review is the process through which constituencies (not only faculty) on campus take stock of their successes and shortcomings and seek to identify ways in which they can meet their goals more effectively. It is important to note here that the task of identifying evidence-based successful practices, and sharing these practices college-wide, is far more important than the negative perspective of trying to ferret out ineffective practices*" –Academic Senate for California Community Colleges, 2009

SUBMITTER INFORMATION

Submitter's First Name:	Julie
Submitter's Last Name:	Terrazas
Submitter's Email:	Jterrazas3@gwc.cccd.edu
Submitter's ID:	9000042582
Submitter's Phone Number:	X55207
Who is your Dean/Supervisor?	Carla Martinez
Are you the Department Chair?	Yes

GENERAL PROGRAM QUESTIONS

Name of Program:
Library

Please provide a brief description and any significant change in your program since the last Program Review cycle.
The GWC Library serves the entire campus. Students, faculty, and staff are encouraged to use library services to meet educational, vocational, social, and personal goals. The service aspect of the library is comprised of several areas in which classified library media technicians and a library clerk work collaboratively with librarians. 1. Acquisitions/Cataloging Area: A library media technician works collaboratively with the acquisitions/cataloging librarian to perform cataloging, acquisitions, and technical service duties. A library media technician catalogs library material. Cataloging is the process that makes library materials searchable via the library database collections and library catalog to help students to locate books, eBooks, journals, audiovisual materials, and online periodicals, journals, and reports. In addition, the library media technician assists in the acquisition and removal of library resources and technically processes resources and materials to physically preparing library materials for check-out, collection inventory, discarding physical and electronic materials, and repairing and preserving materials. Acquisitions and cataloging are essential functions of the library to make library materials accessible to students.

2. Circulation/Public Services Area:
Currently, the library has a vacancy for a circulation/public services librarian to work collaboratively with the library classified staff. In addition; recently, a library media technician retired, leaving this department severely understaffed. The Public Services/Circulation Area provides several student user services such as customer service, resource lending, renewals, library accounts, fines and fees, library physical maintenance; as well as essential library services such as inter-library lending, reserves and textbook access, and computer, printer, and equipment assistance. Circulation/Public Services functions increase students' access to materials and provides students with the ability to borrow materials to assist in successfully completing assignments.

3. Systems Area:
 The previous library media technician, mentioned above, also worked collaboratively with the systems librarian on maintaining the library's computer management system (ALMA) that maintains daily library service operations and functions such as managing library lending, collecting fines and fees, the library catalog maintenance, essentially all of the back-end of student transactions; printing, equipment; copy machines, library computers, library classroom and study room equipment and technology; web services and application development; library website; and online library resources and databases. System functions ensure that students have access to essential physical and electronic resources, equipment, and research tools to complete course requirements.

4. Online Distance Education (ODE) Area:
The ODE area is overseen by the ODE librarian. This librarian ensures that online library services and resources are accessible to students 24/7 even when the physical library is closed. One example is the use of LibGuides, a web content management system used it create subject, course, and information literacy guides to assist students with their research needs, online tutorials, and instruction videos.

A significant change/challenge is finding the balance in offering students in-person and online library services post Covid to meet students' requests to receive services in a variety of modalities.

What are your program's strengths?

Positive Library Image:
On campus, the library has a positive image and provides a welcoming environment for students. All librarians and classified staff are student service oriented. Per student feedback, students enjoy studying and being in the library. The new library furniture, funded from the last Program Review, significantly adds to the library's positive image and has a direct impact on students' success and well-being. In addition, the library is excited anticipating the opening of the student lounge on the first floor. Librarians plan on taking occasional breaks in the lounge to interact more with students.

Library Outreach/Retention Efforts:
Although the library is incredibly short staffed, the library classified staff, the instruction/outreach librarian, online distance education librarian, and acquistions librarian do an incredible job in participating in campus outreach events and activities. Outreach activities are important to the library since campus events increase student retention. Classified staff annually participate in the Welcome Week Beach Hut activities. The instruction/outreach librarian participates in the following campus outreach events: Goldchella, Welcome Week, Fall Kick Off, STEM Open House, LRC Open House, High

School Counselors' Breakfast, HBUSD College Fair, Lunar New Year Celebration, Chicanx/Latinx Day, and Club Rush. In addition, this librarian also provides community outreach through social media accounts and tours and presentations to the local high schools, junior high schools, adult education schools, and the local military academy. The OED librarian has taught several information literacy concepts to faculty as well as presented at Faculty Flex Day and New Faculty Orientations. Last, the acquisitions librarian reads monthly to the preschool students at the Robert Mayer Preschool as their campus librarian.

Student Online Library Services:
Post pandemic, the library continues to offer more library online services. Library faculty and classified staff continue to utilize Teams chat for interdepartmental communication and student assistance. Librarians continue to successfully utilize online chat/text/zoom to assist students, including an expansion of online librarian reference hours, Monday-Thursday from 5-8pm, to expand library hours and meet the needs of all students.

Equitable Specialized Library Collections: Student Textbook Access Reserve (STAR) Collection
The GWC Foundation annually funds the library textbook collection called STAR, including textbooks from over half of the subjects taught on campus. STAR increases student access to textbooks. The collection remains popular, especially as the costs of textbooks continue to increase annually.

Continual Improvement of Library Safety and Security:
This area is mentioned as a weakness and a strength since the library has made great progress in this area but needs continual progress. The following improvements have been made since the last program review: an LRC active shooter training, LRC emergency walkthrough training and discussion, formation of the Library Emergency Preparedness Plan Committee (LEPP), building security equipment walkthroughs, updated LRC evacuation maps, external library banners, repaired book stack lighting sensors, installation of staircase lighting, repaired staff door lock, reassigned vacant library offices, and utilization of Teams chat for interlibrary communication. Great progress: however, the library continues to discuss additional signage and safety equipment with management to increase library safety and security to promote a safer and more equitable learning environment for students.

What are the challenges for your program? (If there are regulations or requirements for your program that require additional support, please note those here)

Limited Library Hours for Students during Intersession and Summer:
One challenge is how to increase library support for students given the library's limited funding especially during intersession and summer where the campus does not allocate funding for these terms. Currently, the library has been stretching its fall and spring budget to minimally fund library and librarian reference hours during intersession and summer. Intersession and summer funding is needed to provide students equitable access to the library, librarians, and access to library resources and services.

Improve Library Circulation Services for Students:
Another challenge is the need to improve circulation services for students. The loss of another full-time classified library media technician has greatly impacted circulation services for students. It is

challenging for the 3 full-time library classified employees to provide basic circulation desk coverage while trying to maintain quality library services for students.

Increase Student Access to Diverse Library Collections/Resources:

Another challenge is increasing student access to a balanced and current library collection that provides student support in all campus curriculum. The cost of library resources and materials continues to annually increase whereas the library budget does not. It is challenging to purchase, maintain, and update library print and electronic resources on an annual general fund budget of $25,000.

Increase Library Safety and Security:

Due to current campus safety concerns, the library has revisited past safety and security requests such as staff area keyless entry systems, library classroom automated door locks, internal installation of additional security cameras, and anti-theft security gates. The library would like to receive funding for these projects as they will provide a safer and more equitable learning environment for students.

Improve Library Signage:

Library signage is essential to providing a safe and more accessible learning environment for students. Lack of library signage confuses students and could potentially confuse emergency personnel in the event of a campus emergency. The library would like to request outside building signage to identify the building. In addition, the library would like additional external banners to guide students to the library and its resources, and clearer indoor signage --relabeling the Public Services Desk sign to Circulation- a universally used library service area.

Update Library Technology and Equipment:

Student access to library technology and equipment mitigates the digital divide. Student and staff copy machines are outdated and/or in near disrepair. Copiers are heavily used by staff to perform job duties and students who require copies of information from library resources to complete assignments. In addition, the library would like to offer cloud printing and cashless payment systems for students to make services more user-friendly, accessible, and to avoid student and campus cash handling.

Library State Regulations:

Title 5 California Code of Regulations Section 58724 the "Table of Minimum Standards for Libraries and Media Centers," requires libraries to employ a prescribed number of library faculty and classified staff and hold a number of materials based on FTES. Please see chart below.

5 CCR § 58724

§ 58724. Tables of Minimum Standards for Libraries and Media Centers.

(a) Table 1 consists of ALA/ACRL-AECT described minimum standards for libraries as follows:

TABLE 1
ALA/ACRL—AECT—Minimum Standards for Libraries (*Modified*)

College Size FTES	Type of Staff		Materials	
	Faculty Librarian	Support	Periodicals (*No. Subscriptions*)	Volumes (*No. on Shelf*)
< 1,000	2.0	3.0	230	30,000
1,001–3,000	3.0	4.5	300	40,000
3,001–5,000	4.0	6.5	500	60,000
5,001–7,000	5.0	9.0	700	80,000
Each Additional 1K	0.5	1.0	50	7,500

How has your department/program utilized SAO (Student Activity Outcome) results to make changes or improvements to your services?

For many years, the library has had a vacancy for a public services/circulation librarian who would create, oversee, and guide the assessment the library's SAOs. As an alternative to SAOs, the classified staff gather annual statistics on the following services: public services desk answered questions; usage statistics on print and electronic materials, chrome book loans, copiers, computers, study room, and other library equipment usage; fines and fees and interlibrary loan transactions, to name a few. Usage statistics guide changes and help make improvements to library services offered for students such as: circulation desk transactions guide circulation staffing decisions for student customer service; student material usage and interlibrary loan statistics direct librarian collection development decisions on selecting print vs. electronic materials and allocation of the library's book budget; equipment usage statistics guide decisions to updating, discarding, and/or adding equipment to meet student needs; and student room usage assists in developing library schedules.

How does your department/program support the goals of diversity, equity, inclusion, and accessibility?

The library supports student diversity, equity, inclusion, and access to the library and its library resources. The ODE and systems librarians continually keep current with technology and suggest/implement incorporating new technologies into library services, including an updated library website, the use of Google forms, and various software. The instruction library ensures that the library's social media accounts keep students informed on library services. The library prioritizes having an strong virtual/digital presence and accessible online resource collection for students. Online resources such as electronic books, magazines, journals, and newspaper articles, and streaming films are available to students 24/7 via internet access. In addition, online librarian reference chat services have extended library hours and librarian contact hours with students.

How does your department/program collaborate with other areas on campus to advance student success?

The library's participation in outreach activities, mentioned earlier, is important for collaboration with other campus departments and student retention. Since the last PR, library faculty conducted 191

faculty consultations for input on print and electronic resources, co-created research guides for students, and implemented changes to improve library services for students and faculty. The ODE librarian teaches library service and resources to faculty one-on-one at faculty flex day, new faculty orientations, and via zoom.

How does your department/program utilize technology to support student success?

Librarians provide research help to students via chat, text, and zoom. In addition, many library meetings and collaboration meetings are scheduled on zoom. Library classified utilize Teams chat to communicate with students regarding circulation questions and issues. A new Library Management System or ALMA was implemented to streamline library service functions. ALMA continues to be updated to include more online library services such as online overdue courtesy notices, overdue and lost loan notices, loan receipts, and return receipts to help student manage their library borrowing and accounts.

KEY PERFORMANCE INDICATORS

Unduplicated headcount:	NA
Duplicated headcount (served):	NA
Number of students eligible for services:	All Students
Number of new students served:	All Students
Number of returning students served:	NA

Demographics (C0 #'s to be provided to Institutional Research for demographic breakdown):

The library strives to create a health campus climate by upholding the campus values of respect, diversity, and inclusion amongst the community it serves.

The library's efforts include:

A. Recruiting and maintaining a diverse library workforce.

B. Developing collections, programs, and services that are inclusive of the needs of all persons the library serves.

C. Upholding the organizational and professional values dedicated to culturally competent service.

D. Providing space that promotes inclusivity and supports intellectual freedom while respecting differences in our user's ethnicities, experiences, and perspectives.

E. Creating a user-center environment where librarians collaborate with both students and faculty to understand and meet library user needs.

Campus and library surveys indicate that students would like to continue to receive library services in a variety of online and in-person modalities. The library has continued to offer the following services post-Covid: online chat, text, Zoom librarian reference sessions; a strong social media presence; Teams chat for interoffice communication and library classified circulation interactions with students; library classified curbside pick-up, to name a few. The library is continuing to assess additional ways to serve more students, including the request for increased funding to expand library hours for students during intersession and summer sessions, improve library circulation services for students. and increase student access to library materials to that support student curriculum and majors.

PROGRAM-SPECIFIC QUESTIONS:
LIBRARY

What is the type and total number of student interactions received at the Public Services Desk?

Currently does not collect student data for services

How many study room reservations, print jobs, and book scans are completed each academic year?

Study Room Reservations: 549

Print Jobs: currently does not collect student data for services

Book Scans: currently does not collect student data for services

What changes have been made to the library collection and how many students are using those resources?

The library aims to support student and faculty research needs. During and post-Covid, the library has shifted its focus from purchasing print resources to online resources such as more electronic books, electronic encyclopedias, streaming films, online databases collections with magazine, journal, and newspaper articles. Students' access to the library collections is essentail and online collections can be accessed 24/7 via the Internet.

Since the last PR, the following student usage statistics promote the student need for library resources that support courses:

Databases: Online journal, magazine, newspaper articles: 421,559 student searches
Electronic Books: 12,730 student searches
Streaming films: 127,834 student searches
Print, Textbooks, and Reserves: 1,339 student checkouts

In addition, the library would like to start a ZTC collection of online textbooks to support students' needs.

Are current library collections meeting the needs of students?
The last few years, the library was able to secure many one-time funding sources: HERF, Lottery, ASGWC, and non-library instructional department funds to continue to build and update its library collection. Many resources were purchased such as e-books, cultural books, databases, and several materials fulfilling collection gaps. However, the library continues to require on-going funding to provide a balanced collection that supports all student disciplines and majors. The challenge remains purchasing, maintaining, and updating a library print and electronic collections on an annual library budget of $25,000. In the future, the library would like to receive continual funding to provide a library resources to students. The library would also like to fulfill instructional department requests for additional resources to support their curriculum such as JSTOR and APA PsychInfo. Student need for access to textbooks indicates that a library ZTC collection will benfit students and aligns with the college goal of providing a ZTC option in every course.

How many reference requests for assistance were there? What are the differences in numbers between online versus on-ground student reference assistance?
The difference between online and on-ground librarian reference assistance is modality. On-ground Librarian Reference: Librarians provide student research assistance in the physical library at the Reference Desk. Online Librarian Reference: Librarians assist students with their research online via chat, text, email, and zoom. Total librarian reference sessions: 2,069 sessions Librarian in-person reference: 993 sessions Librarian online reference: 1,076 sessions

GOALS AND REQUESTS FOR FUNDING

Requests – If you are requesting any of the following, they MUST be addressed within your Department goals. These forms must be submitted separately from the Program Review.

- Faculty
- Equipment, Facilities, Technology
- Support Staff

GWC Strategic Plan Goals Legend
1. **Enrollment:** GWC will increase credit and noncredit enrollment while providing efficient academic programs and student services.
2. **Equity and Success:** GWC will support, enhance, and develop equity-minded services and

academic programs that lead to student success.

3. **Completion:** GWC will ensure students' timely completion of degrees and certificates by providing high quality academic programs and student services.

4. **Workforce Preparation:** GWC will support student success by developing and offering academic programs and student services that maximize career opportunities.

5. **Facilities:** GWC will provide flexible, accessible, and sustainable learning environments that support the success of students, faculty, staff, and communities.

6. **Professional Development:** GWC will support the success of all employees by providing professional development opportunities that focus on the achievement of the College Goals.

7. **Communication:** GWC will effectively communicate and collaborate within the College and its communities.

GOALS FROM PREVIOUS PROGRAM REVIEW CYCLE

Please refer to your previous Program Review cycle and summarize all outcomes for each goal.

Summary and Outcomes of Previous Goals (from the last Program Review) including resource requests and if they were funded or not.
Goal 1: Implementing cloud printing and online cashless payment systems to avoid cash handling. Outcome 1: Not funded.   Goal 2: Upgrade audio-visual equipment in 11 library group study rooms. Outcome 2: Funded   Goal 3: Library Outreach Plan Outcome 3: Library outreach is currently one of the library's strengths.

GOALS FOR CURRENT PROGRAM REVIEW CYCLE

Current goals should be connected to GWC's Strategic Plan Goals.

GOAL 1 (Required)

Description of goal:
Library Goal 1A & 1B: Increase library support for students through (A) Increased reference assistance during Intersession and Summer sessions and (B) improved circulation services.   1A. Increase library support for students through increased librarian reference assistance during Intersession and Summer

Description of goal: The library would like to increase library support for students. However, given the library's limited budget cannot support this goal especially during intersession and summer where the campus does not allocate funds for these terms. Currently, the library has been stretching its fall and spring budget to minimally fund librarian reference services during intersession and summer. Students continually ask for more library hours to have access to librarian assistance, library instruction, and library resources and services.

Currently, the library is scheduled:
Intersession 2024:
2 days a week
4 hours per day
Total library hours for students: 32 hours

Last Summer, the library schedule:
Summer 2023:
3 days a week
4 hours per day
Opened 9 weeks instead of 10 weeks.
Total library hours for students: 72 hours

Unfortunately, the existing budget also does not account for salary increases each fall so less library hours are scheduled to not overspend.

Campus Goal: Equity and Success
Library access during intersession and summer supports student equity and success: providing equitable access to a librarian, library instruction, and the library, its resources, and services.

1B. Increase library support for student by improving circulation services for students
Description of goal:
The library would like to improve circulation services for students. The loss of another full-time classified library media technician has greatly impacted circulation services for students. It is challenging for the 3 full-time library classified employees to provide basic circulation desk coverage while trying to maintain quality library services for students such as maintaining several library user services such as customer service, resource lending, renewals, library accounts, fines and fees, library physical maintenance; as well as essential library services such as inter-library lending, reserves and textbook access, and equipment assistance. Circulation/Public Service functions increase students' access to library materials and the ability to borrow materials to successfully complete assignments. The library desperately needs to hire a library media technician.

Campus Goal: Equity and Success
Library staffing is necessary to improve student's accessibility to a librarian and the library, its resources, and services which directly correlates to student success. The library is an essential student learning environment that not only supports students, but also faculty, staff, and community members.

What actions will be taken to accomplish the goal?
1A. Funding proposals for intersession and summer extended hours/librarian reference

1B. Submission of library media technician position

What metric will you use to measure your goal?
1A. Librarian reference statistics and student gate counts
1B. Notable differences in student customer service, consistent library hours of operation for students, classified staff coverage, and creation and assessment of SAOs.

Which of the College's missions and goals does this goal support? (check all that apply)

☐ Enrollment

☒ Equity and Success

☐ Completion

☐ Workforce Preparation

☐ Facilities

☐ Professional Development

☐ Communication

GOAL 2 (Required)

Description of goal:
Library Goal 2: Increase student access to library resources, technology, and equipment
2A. Increase Student Access to Library Collections/Resources that Support Course Curriculum
Description of Goal:
The library would like to increase student access to a balanced and current library collection that provides student support to all campus curriculum. The cost of library resources and materials continues to annually increase whereas the library budget does not. It is challenging to purchase, maintain, and update library print and electronic resources on an annual general fund budget of $25,000. The library would like to fulfill instructional department requests for resources such as JSTOR and APA PsycINFO for student research in specific department disciplines.

JSTOR and PsycINFO are industry standard academic databases that offer a wide range of benefits for our students and faculty. Both databases provide extensive academic coverage. JSTOR provides access to millions of scholarly articles, books, and primary sources across various disciplines: humanities, social sciences, and sciences and mathematics. APA PsycINFO indexes journal articles, books, dissertations, and technical reports from the world literature on psychology and related disciplines as education, medicine, business, sociology, linguistics, law, psychiatry, and anthropology. This diversity of content is essential for supporting the diverse educational needs of our college and fulfills gaps in research in our current library collection.

In addition, the library would like to create more student equity minded collections such as the STAR collection. A library ZTC collection for students would align with existing college goals of offering a ZTC option in all campus courses.

College Goal: Equity and Success |

JSTOR and PsycINFO databases will not only fill essential gaps in the library's collection but will also enhance student success in several academic disciplines. These rich databases provide high-quality research materials for assignments and coursework. In addition, faculty members will also benefit from access to their discipline's academic literature to research, develop curriculum, and enhance teaching.

Creating and implementing a Library ZTC collection will create an accessible, centrally location collection for students and faculty. It aligns with the campus goal of offering a ZTC option available in every courses. With the success of the library's textbook reserve collection, there is no doubt that a ZTC collection will be highly utilized by students.

2B. Library Goal 2: Increase student access to Library Technology and Equipment
Description of goal:
Student access to library technology and equipment mitigates the digital divide. Student and staff copy machines are outdated and/or in near disrepair. Copiers are heavily used by staff to perform job duties, and students who require copies of information for research assignments. In addition, the library would like to offer cloud printing and cashless payment systems for students to make services more accessible, user-friendly, and to avoid campus cash handling. The library would like to replace the following: 2 student copiers and 1 staff copier. The library would also like to implement a cloud printing and online payment system. Currently, students pay for library fine, fees, and print jobs with cash, which is outdated and inconvenient for students.

Campus Goal 2A&2B: Facilities
Updated and functional library equipment and systems are necessary to improve student's accessibility to the library, its resources, and services which dir ectly correlates to student success. The library is an essential student learning environment that not only supports students, but also faculty, staff, and community members.

What actions will be taken to accomplish the goal?
2A. Request for funding for JSTOR and PsycINFO databases and ZTC Collection 2B. Request for funding for 3 copy machines and cloud printing and cashless payment systems

What metric will you use to measure your goal?
2A. Annual usage statistics per product 2B. Copier usage statistics and student, faculty, and staff input and feedback on the implementation of new cloud printing and cashless payment systems.

Which of the College's missions and goals does this goal support? (check all that apply)
☐ Enrollment
☒ Equity and Success
☐ Completion
☐ Workforce Preparation
☒ Facilities
☐ Professional Development

GOAL 3 (Required)

Description of goal:
Library Goal 3: Increase library security and safety to promote a safe and equitable learning environment for students.   Description of goal: 3A. Increase Library Safety and Security: Due to current campus safety concerns, the library has revisited past safety and security requests such as staff area keyless entry systems, library classroom automated door locks, internal installation of additional security cameras, and anti-theft security gates. The library would like to receive funding for these projects as they will provide a safer and equitable learning environment for students.   3B. Improve Library Signage: Library signage is essential to providing a safe and more accessible learning environment for students. Lack of library signage confuses students and could potentially confuse emergency personnel in the event of a campus emergency. The library would like to request outside building signage to identify the building. In addition, the library would like additional external banners to guide students to the library and its resources, and clearer indoor signage --relabeling the Public Services Desk sign to Circulation- a universally used library identifier.   Campus Goal 3A & 3B: Facilities   Implementing these changes will make the library more inviting and welcoming to students in providing students with a sense of safety and comfort. In addition, faculty and staff will have an improved facilities to work with students.

What actions will be taken to accomplish the goal?
Request for funding for library building signage, library banners, indoor sign relabeling, and security equipment.

What metric will you use to measure your goal?
Student, staff, and faculty input and feedback regarding new signage and security equipment

Which of the College's missions and goals does this goal support? (check all that apply)

☐ Enrollment

☐ Equity and Success

☐ Completion

☐ Workforce Preparation

☒ Facilities

☐ Professional Development

☐ Communication

OTHER INFORMATION

What additional information would you like to share about your program?
Click or tap here to enter text.

Submitter's Signature: *Julie Terrazas*   **Date:** 10/6/2023

Supervisor's Review
As the supervisor of this program, I have reviewed this request.
☐ No concerns
☐ I have concerns
Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

Program Review Request- Facilities, Equipment, Technology & Other
Golden West College

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	**Julie**
Submitter's Last Name:	**Terrazas**
Submitter's Email:	**Jterrazas3@gwc.cccd.edu**
Submitter's Phone Number:	**X55207**
Who is your Dean/Supervisor?	**Carla Martinez**
Are you the Department Chair?	**Yes**
Who is your Vice President?	**Claudia Lee**
Program/Department:	**Student Services/Library**

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- ☐ Instruction
- ☒ Student Services
- ☐ Administrative

Directions:
- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):
2B. Library Goal 2: Increase student access to Library Technology and Equipment Description of goal: Student access to library technology and equipment mitigates the digital divide. Student and staff copy machines are outdated and/or in near disrepair. Copiers are heavily used by staff to perform job duties, and students who require copies of information for research assignments. In addition, the library would like to offer cloud printing and cashless payment systems for students to make services more accessible, user-friendly, and to avoid campus cash handling. The library would like to replace the following: 2 student copiers and 1 staff copier. The library would also like to implement a cloud printing and online payment system. Currently, students pay for library fine, fees, and print jobs with cash, which is outdated and inconvenient for students. Library Goal 3: Increase library security and safety to promote a safe and equitable learning environment for students. Description of goal: 3A. Increase Library Safety and Security: Due to current campus safety concerns, the library has revisited past safety and security requests such as staff area keyless entry systems, library classroom automated door locks, internal installation of additional security cameras, and anti-theft security gates. The library would like to receive funding for these projects as they will provide a safer and equitable learning environment for students.

3B. Improve Library Signage:
Library signage is essential to providing a safe and more accessible learning environment for students. Lack of library signage confuses students and could potentially confuse emergency personnel in the event of a campus emergency. The library would like to request outside building signage to identify the building. In addition, the library would like additional external banners to guide students to the library and its resources, and clearer indoor signage --relabeling the Public Services Desk sign to Circulation- a universally used library identifier.

Data to support the Program's Goal (if necessary/desired)
Data Dashboards
If additional data is necessary/desired, fill out a Research Request - May take up to 4 weeks

No Data Requested

What actions will the program take to accomplish this goal?

Goal 2: Request for funding for 3 copy machines, cloud printing, and cashless payment systems
Goal 3A & 3B: Request for funding for library building signage, library banners, indoor sign relabeling, and security equipment.

What metric will you use to measure this goal?

Goal 2: Copier usage statistics and student, faculty, and staff input/feedback on the implementation of new cloud printing and cashless payment systems.
Goal 3A & 3B: Student, staff, and faculty input/feedback regarding new signage and security equipment

Which of the College's missions and goals does this goal support? (Vision 2030)
- ☐ Enrollment
- ☐ Equity and Success
- ☐ Completion
- ☐ Workforce Preparation
- ☒ Facilities
- ☐ Professional Development
- ☐ Communication

Please describe how this goal supports the College's missions and goals (Vision 2030).

Campus Goal 2A&2B: Facilities
Updated and functional library equipment and systems are necessary to improve student's accessibility to the library, its resources, and services which directly correlates to student success. The library is an essential student learning environment that not only supports students, but also faculty, staff, and community members.
Campus Goal 3A & 3B: Facilities
Implementing these changes will make the library more inviting and welcoming to students in providing students with a sense of safety and comfort. In addition, faculty and staff will have an improved facilities to work with students.

REQUEST FOR FUNDING

Program Review Request- Facilities, Equipment, Technology & Other
Golden West College

Request: What do you need to accomplish this goal? (Mark one per request)

- ☒ Facilities (e.g. improvements/repairs to classrooms, offices and buildings)
- ☐ Technology
- ☒ Equipment
- ☐ Other (e.g. conferences, funding for professional development)

Description of Item(s) / Cost

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
3 Copiers (1 Staff and 2 Student)	2 Student $6,996.50/ 1 Staff $10,994.03
Cloud Printing	Click or tap here to enter text.
Cashless Payment System	Click or tap here to enter text.
Signage	Click or tap here to enter text.
Building Security Equipment	$45,000
Book and Resource Anti-Theft Security Gates	**39,502.33**

Do you have any existing funds in your budget to cover this expense? Please describe.
The library budget cannot purchase these items

Will there be an on-going cost for this request? What is the total cost of ownership?
Maintenance plans and annual fees for copiers Cost per copy: .0095/per page black and white .0078 per copy black and white 0.0609 per color Maintenance plans: security equipment cloud printing cashless payment system

Supervisor's Review
As the supervisor of this program, I have reviewed this request. ☐ No concerns ☐ I have concerns about this recommendation ☐ I believe department or wing funds exist to cover this request: ☐ partial ☐ full payment

Program Review Request- Facilities, Equipment, Technology & Other
Golden West College

Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

OFFICE USE ONLY

President's Recommendation:

☐ Funding recommended

☐ Funding not recommended

President's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	**Julie**
Submitter's Last Name:	**Terrazas**
Submitter's Email:	**Jterrazas3@gwc.cccd.edu**
Submitter's Phone Number:	**X55207**
Who is your Dean/Supervisor?	**Carla Martinez**
Are you the Department Chair?	**Yes**
Who is your Vice President?	**Claudia Lee**
Program/Department:	**Student Services/Library**

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- ☐ Instruction
- ☐ Student Services
- ☐ Administrative

Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):
Library Goal 2: Increase student access to library resources, technology, and equipment
2A. Increase Student Access to Library Collections/Resources that Support Course Curriculum
Description of Goal:
The library would like to increase student access to a balanced and current library collection that provides student support to all campus curriculum. The cost of library resources and materials continues to annually increase whereas the library budget does not. It is challenging to purchase, maintain, and update library print and electronic resources on an annual general fund budget of $25,000. The library would like to fulfill instructional department requests for resources such as JSTOR and APA PsycINFO for student research in specific department disciplines.
JSTOR and PsycINFO are industry standard academic databases that offer a wide range of benefits for our students and faculty. Both databases provide extensive academic coverage. JSTOR provides access to millions of scholarly articles, books, and primary sources across various disciplines: humanities, social sciences, and sciences and mathematics. APA PsycINFO indexes journal articles, books, dissertations, and technical reports from the world literature on psychology and related disciplines as education, medicine, business, sociology, linguistics, law, psychiatry, and anthropology. This diversity of content is essential for supporting the diverse educational needs of our college and fulfills gaps in research in our current library collection. In addition, the library would like to create more student equity minded collections such as the STAR collection. A library ZTC collection for students would align with existing college goals of offering a ZTC option in all campus courses.

Program Review Request- Facilities, Equipment, Technology & Other
Golden West College

Data to support the Program's Goal (if necessary/desired)
Data Dashboards
If additional data is necessary/desired, fill out a Research Request - May take up to 4 weeks
No Data Requested

What actions will the program take to accomplish this goal?
Request for funding for JSTOR and PsycINFO databases and ZTC

What metric will you use to measure this goal?
Annual usage statistics per product

Which of the College's missions and goals does this goal support? (Vision 2030)

- ☐ Enrollment
- ☒ Equity and Success
- ☐ Completion
- ☐ Workforce Preparation
- ☐ Facilities
- ☐ Professional Development
- ☐ Communication

Please describe how this goal supports the College's missions and goals (Vision 2030).
College Goal: Equity and Success At GWC, most students major in psychology and in the social sciences. Currently, our library collection only tangentially supports student and faculty research in these areas. The addition of the JSTOR and PSYCH Info databases will not only fill essential gaps in the library's collection, but will also enhance student success in research projects in these disciplines. These rich databases provide high-quality research materials for assignments and coursework. In addition, faculty members will also benefit from access to their discipline's academic literature to research, develop curriculum, and enhance teachi Creating and implementing a library ZTC collection will create an accessible, centrally location collection for students and faculty. It aligns with the campus goal of offering a ZTC option available in every courses. With the success of the library's textbook reserve collection, there is no doubt that a ZTC collection will be highly utilized by students.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

- ☐ Facilities (e.g. improvements/repairs to classrooms, offices and buildings)
- ☒ Technology

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Golden West College

☒ Equipment

☐ Other (e.g. conferences, funding for professional development)

Description of Item(s) / Cost

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
JStor Database (Annual Cost)	$2,600
APA PsychInfo Database (Annual Cost)	Click or tap here to enter text.
ZTC Collection	$30,000
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Do you have any existing funds in your budget to cover this expense? Please describe.
The library budget cannot fund these resources

Will there be an on-going cost for this request? What is the total cost of ownership?
JStor and PsycInfo databases will require an annual renewal fee to access online resources. The amount requested is for a one-year subscription. The ZTC Collection is a one-time expense; however, permanent/annual funding would be ideal to maintain and add new textbooks to the library's ZTC collection.

Supervisor's Review
As the supervisor of this program, I have reviewed this request. ☐ No concerns ☐ I have concerns about this recommendation ☐ I believe department or wing funds exist to cover this request: ☐ partial ☐ full payment
Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.

Program Review Request- Facilities, Equipment, Technology & Other

Golden West College

Date: Click or tap to enter a date.

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President's Recommendation:

☐ Funding recommended

☐ Funding not recommended

President's Signature: Click or tap here to enter text.　　**Date:** Click or tap to enter a date.

FACILITIES, EQUIPMENT, TECHNOLOGY & OTHER FUNDING REQUEST

Submitter's First Name:	**Julie**
Submitter's Last Name:	**Terrazas**
Submitter's Email:	**Jterrazas3@gwc.cccd.edu**
Submitter's Phone Number:	**X55207**
Who is your Dean/Supervisor?	**Carla Martinez**
Are you the Department Chair?	**Yes**
Who is your Vice President?	**Claudia Lee**
Program/Department:	**Student Services/Library**

Type of Review:

Note: Library and Counseling should submit individual Program Reviews: one for Instruction and one for Student Services.

- ☐ Instruction
- ☒ Student Services
- ☐ Administrative

Directions:

- Fill out the GOAL section, including narrative (required) and include supporting data (if necessary/desired).
- Fill out the REQUEST FOR FUNDING section, indicating a request for Facilities, Technology or Equipment, including description of the item(s) being requested and total dollar amount.
- Fill out one form per GOAL/REQUEST FOR FUNDING.

GOAL

Description of Program's Goal (required):
Library Goal 1A: Increase library support for students through (A) Increased librarian reference assistance during Intersession and Summer sessions 1A. Increase library support for students through increased librarian reference assistance during Intersession and Summer Description of goal: The library would like to increase library support for students, given the library's limited funding especially during intersession and summer where the campus does not allocate funds for these terms. Currently, the library has been stretching its fall and spring budget to minimally fund librarian reference services during intersession and summer. Students continually ask for more library hours to have access to librarian assistance, library instruction, and library resources and services. Currently, the library is scheduled: Intersession 2024: 2 days a week 4 hours per day Total library hours for students: 32 hours

Last Summer, the library schedule:
Summer 2023:
3 days a week
4 hours per day
Opened 9 weeks instead of 10 weeks.
Total library hours for students: 72 hours

Unfortunately, the existing budget also does not account for salary increases each fall so less library hours are scheduled to not overspend.

Data to support the Program's Goal (if necessary/desired)
Data Dashboards
If additional data is necessary/desired, fill out a Research Request - May take up to 4 weeks

No Data Requested

What actions will the program take to accomplish this goal?

Funding proposals for librarian reference hours (intersession and summer)

What metric will you use to measure this goal?

Intersession and Summer librarian reference statistics and student gate counts

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Which of the College's missions and goals does this goal support? (Vision 2030)

- ☐ Enrollment
- ☒ Equity and Success
- ☐ Completion
- ☐ Workforce Preparation
- ☐ Facilities
- ☐ Professional Development
- ☐ Communication

Please describe how this goal supports the College's missions and goals (Vision 2030).

Campus Goal: Equity and Success
Library access during intersession and summer supports student equity and success: providing equitable access to a librarian, library instruction, and the library, its resources, and services.

REQUEST FOR FUNDING

Request: What do you need to accomplish this goal? (Mark one per request)

- ☐ Facilities (e.g. improvements/repairs to classrooms, offices and buildings)

Program Review Request- Facilities, Equipment, Technology & Other
Golden West College

☐ Technology

☐ Equipment

☒ Other (e.g. conferences, funding for professional development)

Description of Item(s) / Cost

All requests must have a sales quote that includes:

1. Sales tax
2. Installation fee
3. Training fee
4. Service life agreement/fee

Please note: approved requests over 10k will need 3 quotes before purchase

Description of Item(s)	Total Dollar Amount Requested
Summer 2024 Librarian Reference Hours (156 hrs.)	$21,216
Summer 2025 Librarian Reference Hours (160 hrs.)	$22,400
Intersession 2024 Library Reference Hours (56 hrs.)	$7,650
Intersession 2025 Library Reference Hours (72 hrs.)	$9,2835
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Do you have any existing funds in your budget to cover this expense? Please describe.
There are no funds in the library's budget for intersession and summer librarian reference hours.

Will there be an on-going cost for this request? What is the total cost of ownership?
Yes, the library would like to offer students consist library hours and librarian reference services during summer and intersessions. The ideal would be annual funding for a consistent schedule.

Supervisor's Review
As the supervisor of this program, I have reviewed this request.
☐ No concerns
☐ I have concerns about this recommendation
☐ I believe department or wing funds exist to cover this request: ☐ partial ☐ full payment
Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

Vice President's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

Program Review Request- Facilities, Equipment, Technology & Other
Golden West College

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President's Recommendation:

☐ Funding recommended

☐ Funding not recommended

President's Signature: Click or tap here to enter text.   **Date:** Click or tap to enter a date.

Intersession 2024: Librarian Reference Schedule

Shift #	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	HOURS
	1-Jan	2-Jan	3-Jan	4-Jan	
#1 Reference On Campus	Holiday	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	12
	8-Jan	9-Jan	10-Jan	11-Jan	
#2 Reference On Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	16
	15-Jan	16-Jan	17-Jan	18-Jan	
#3 Reference On Campus	Holiday	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	12
	22-Jan	23-Jan	24-Jan	25-Jan	
#4 Reference On Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	16
				Total Hours:	56
				Total Cost:	$7,646.24

Intersession 2025: Librarian Reference Schedule

Shift #	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	HOURS
			2-Jan	3-Jan	
#1 Reference On Campus			9am-1pm (4hrs)	9am-1pm (4hrs)	8
	6-Jan	7-Jan	8-Jan	9-Jan	
#2 Reference On Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	16
	13-Jan	14-Jan	15-Jan	16-Jan	
#3 Reference On Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	16
	20-Jan	21-Jan	22-Jan	23-Jan	
#4 Reference On Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	16
	27-Jan	28-Jan	29-Jan	30-Jan	
#5 Reference On Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	16
				Total Hours:	72
				Total Cost:	$9,830.88

Summer 2024: Librarian Reference Schedule					
SHIFT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	HOURS
	10-Jun	11-Jun	12-Jun	13-Jun	
1. Reference Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	16
	17-Jun	18-Jun	19-Jun	20-Jun	
2. Reference Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	16
	24-Jun	25-Jun	26-Jun	27-Jun	
3. Reference Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	16
	1-Jul	2-Jul	3-Jul	4-Jul	
4. Reference Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	HOLIDAY	12
	8-Jul	9-Jul	10-Jul	11-Jul	
5. Reference Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	16
	15-Jul	16-Jul	17-Jul	18-Jul	
6. Reference Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	16
	22-Jul	23-Jul	24-Jul	25-Jul	
7. Reference Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	16
	28-Jul	30-Jul	31-Jul	1-Aug	
8. Reference Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	16
	5-Aug	6-Aug	7-Aug	8-Aug	
9. Reference Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	16
	12-Aug	13-Aug	14-Aug	15-Aug	
10. Reference Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	16
				Total Hours:	156
				Total Cost:	21,216.00

SHIFT	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	HOURS
Summer 2025: Librarian Reference Schedule					
	9-Jun	10-Jun	11-Jun	12-Jun	
1. Reference Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	16
	16-Jun	17-Jun	18-Jun	19-Jun	
2. Reference Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	16
	23-Jun	24-Jun	25-Jun	26-Jun	
3. Reference Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	16
	30-Jun	1-Jul	2-Jul	3-Jul	
4. Reference Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	16
	7-Jul	8-Jul	9-Jul	10-Jul	
5. Reference Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	16
	14-Jul	15-Jul	16-Jul	17-Jul	
6. Reference Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	16
	21-Jul	22-Jul	23-Jul	24-Jul	
7. Reference Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	16
	28-Jul	29-Jul	30-Jul	31-Jul	
8. Reference Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	16
	4-Aug	5-Aug	6-Aug	7-Aug	
9. Reference Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	16
	11-Aug	12-Aug	13-Aug	14-Aug	
10. Reference Campus	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	9am-1pm (4hrs)	16
				Total Hours:	160
				Total Cost:	22,400.00

JOB SPECIFICATION

LIBRARY ASSISTANT

Range:	**E-44**
Spec ID:	**65212**
Class:	**Clerical**
Date:	**03/2006**

DEFINITION:
Under general supervision, to perform a wide variety of Para-professional library functions, or a highly specialized technical function, in connection with the acquisition, receipt, cataloging, circulation, or use of library materials; may train and coordinate the work of other staff; and to perform related work as required.

EXAMPLES OF DUTIES: Duties may include, but are not limited to, the following:
a. Coordinate the daily workflow in the area of responsibility, including cataloging and acquisition departments.
b. Provide regular coverage at circulation desk.
c. Assist department librarian as needed.
d. Prepare and update department procedure manuals.
e. Train and coordinate the work of student assistants and lower level clerical employees, verify time cards, and maintain payroll accounts for student and hourly employees.
f. Conduct complex bibliographic research, periodic reports and maintain detailed statistical reports.
g. Participate in charging and discharging books, music, records, and other materials.
h. Operate modern office equipment, including computers and copy machines.
i. Provide instructors and students with library/media assistance.
j. Receive book orders from instructors and select materials for orders, which may not specify author and title, exercising judgment as to appropriate volumes.
k. Maintain records on acquisitions, withdrawals, and reinstatements of books.
l. Compose and type letters, forms, memoranda, and catalog cards.
m. Maintain and assist in cataloging, classifying, and indexing library materials.
n. Compile bibliographies.
o. Assist in keeping the library neat and organized.
p. Assist students in the checkout and use of audio-visual material and equipment.
q. Assist in preparation of annual budget, maintain ledgers, repair budget, and reconcile balances on library purchase orders.
r. Demonstrate and inform instructors on media equipment, assist in selecting appropriate software, and keep abreast of new media equipment for purchase.
s. Coordinate and maintain inter-library loan service and liaison with other districts regarding the distribution of telecourse videotapes and other related materials.
t. Organize storage for media software based on standard classification systems and instructional needs.
u. Participate in the operation, maintenance, and safety of varied equipment including videotape, recording, and media equipment.
v. Oversee reserve book collection.
w. Answer and route incoming phone calls and maintain pleasant, efficient working relationships with library staff, campus and district personnel and the public.
x. Operate district vehicles.
y. Maintain library online catalog.
z. Performs other related work as required.

LIBRARY ASSISTANT

MINIMUM QUALIFICATIONS:

Knowledge of:

1. Library terminology and standard library and media center practices and techniques.
2. Print and non-print cataloging.
3. Books, authors, and non-print materials.
4. General clerical methods and procedures.
5. Modern office equipment and procedures, including a typewriter, calculator, personal computer, and a variety of related equipment.
6. English usage, spelling, grammar, and punctuation.
7. Basic math.
8. Record keeping and report preparation.
9. Dewey Decimal and/or Library of Congress classification systems.
10. Library of Congress subject headings.
11. General principles of training.

Ability to:

12. Train and coordinate the work of others.
13. Maintain accurate records and prepare reports.
14. Operate a typewriter, calculator, personal computer, and a variety of computer software applications, such as spreadsheet, data base programs, and word processing for record keeping and reporting.
15. Understand and carry out oral and written instructions.
16. Operate a vehicle observing legal and defensive driving practices.
17. Establish and maintain effective relationships with those contacted in the course of work.
18. Interact effectively with a wide range of persons in person and on the telephone in a variety of situations.

Education and Experience:

19. Completion of a college level library technical certificate program, or equivalent technical library experience.
20. Two years minimum progressively responsible technical work in an academic or public library.
21. Or, any combination of education and experience that would provide the required qualifications.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BOARD APPROVAL DATE: 06/78

5 CCR § 58724

§ 58724. Tables of Minimum Standards for Libraries and Media Centers.

(a) Table 1 consists of ALA/ACRL-AECT described minimum standards for libraries as follows:

TABLE 1
ALA/ACRL—AECT—Minimum Standards for Libraries (*Modified*)

| College Size | Type of Staff | | Materials | |
| | Faculty Librarian | Support | Periodicals (*No. Subscriptions*) | Volumes (*No. on Shelf*) |
FTES				
< 1,000	2.0	3.0	230	30,000
1,001–3,000	3.0	4.5	300	40,000
3,001–5,000	4.0	6.5	500	60,000
5,001–7,000	5.0	9.0	700	80,000
Each Additional 1K	0.5	1.0	50	7,500

Instruction
Vice President (D34)
Lois Miller

Learning Resources & New Media/Distance Learning
Dean (D32)
Douglas Larson

Learning Resources
Division/Area Office Coordinator (E49)
Ann Yarchin

Online Instruction
Director (G24)
Jorge Ascencio

New Media Senior System Analyst (E69)
John Hanna

Staff Asst (E52)
Pam Pacheco

Web Programmer (E59)
Jan Harmon

Online Instr Assoc (E48)
Juli VanDorn

Online Course Asst (E44)
David Vasquez

LRC Tutoring Ctr & College Success
Asst Professor, Coordinator & Scheduler
VP Senate
Gregg Carr

College Success
Professor (20%)
Dean Mancina

College Success
Professor
Maria Chovan

College Success
Professor
Joyce Bishop

College Success
Professor
vacant

Tutorial & Learning Center
Tutorial Services Coordinator (E48)
Lauren Schlosser

Tutorial & Learning Center
Instructional Associate (E40)
Chris Ohlendorf

Student Computer Center
Instructional Associate
Computer Lab (E48)
Connie Marten

Student Computer Center
Lab Instructional Asst 40%
vacant (E44)

Faculty (handwritten)

Library Science
Library Coord., & Professor
Susan Berman (2007-2009)
replaced by Alana (handwritten)

Library Science
Assoc. Professor
Treisa Cassens (2007-2009)
replaced by Cathy (handwritten)

Library Science
Professor
Roxana Ross
not replaced (handwritten)

Library Science
Instructor
Gonzalo Garcia

Library Science
Instructor
Julie Davis-Wolfe

Library Science
Instructor
vacant
not replaced (handwritten)

Classified (handwritten)

Library
Library Assistant (E44)
Adele Dick
not replaced (handwritten)

Library
Library Assistant (E44)
Liza Busser

Library
Library Clerk, Sr. (E40)
Vanessa Aguirre

Library
Library Assistant (E44)
Le Carter
not replaced (handwritten)

Library
Library Clerk, Sr. (E40)
Wei-Lun Lo

SHOPPING BASKET

Subscriptions for **Golden West College** that are pending approval　　　　　　　　　　**1 pending subscription**

Please use the "Billing Cycle" dropdown to indicate any invoice instructions. If there are no instructions to group certain resources on separate invoices, all resources will be sent on a single invoice. INVOICES MAY NOT BE CHANGED AFTER THEY ARE ISSUED. If you have ANY questions about this, please ask Marissa or Amy **prior** to submitting your order.

Fiscal Year invoices are generated and sent on May 15 by default. All default invoices will have a July 1 issue date and a July 30 due date. If you would like to be invoiced sooner/and or with an earlier date, please email Marissa @mjackson@ccleague.org with your request.

	Agreement / Subscription name	Start	End	REF.	Billing options	Options	Price
	JSTOR - JSTOR FY						
N	(New) Full Collection - Annual Access Fee	07/01/2023	06/30/2024	*Edit*	Gonzalo Garcia, (Me		2,600.00 usd 🗑
	Deadline: 06/01/2024				Billing cycle *Empty*		
							2,600.00 usd

Shopping basket log

Last 10 actions

Date/Time	Agreement	Product	Action
12:37, 10/26/2022	JSTOR CY	Arts & Sciences III	Removed from basket ⊗
09:27, 09/27/2023	JSTOR FY	(New) Full Collection - Annual Access Fee	Added to basket ⊘

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- Life Sciences
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Thematic Collections (https://about.jstor.org/librarians/thematic-collections/)

- Lives of Literature
- Security Studies
- Sustainability

Primary Source Collections (https://about.jstor.org/librarians/primary-sources/)

- 19th Century British Pamphlets
- World Heritage Sites: Africa
- Struggles for Freedom: Southern Africa
- Global Plants

Title lists

- Title list (https://www.jstor.org/titlelists/journals/archive?fileFormat=xlsx&filter=head_titles) (Head titles only, xlsx)
- KBART (https://www.jstor.org/kbart/collections/all-archive-titles?contentType=journals) (Title history and reports)

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United States

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Po Box 2748
Huntington Beach CA 92647
United States

Quote   QUO-US13588

Date	10/10/2023

Customer:	C0008201-US	Payment Terms:	Net 30 Days
Quote Expiration:	01/08/2024	Sales Rep:	Hilary Paane

Item	Quantity	Net Price	Net Extended
Freight White Glove Service SHP000002-000	1	1,050.00	1,050.00
Tattle-Tape gate clear Direct mount, 4 aisle GAT901388-000	1	36,170.75	36,170.75
staffConnect™ gate Individual License (Year 1) SWR000005-000	1	552.58	552.58
Introduction to RFID Gates and Gate Software EDU030011-000	1	900.00	900.00
PRE-SITE SURVEY SVC000003-000	1	829.00	829.00
		Total:	**39,502.33**
		Currency:	US Dollar

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Accepted By: _____

Accepted Date: _____

Customer Purchase Order Number: _____