Santa Rosa Junior College

Program Resource Planning Process

Library Services 2022

1.1a Mission

The Santa Rosa Junior College Libraries cultivate dynamic student-centered learning environments designed to foster student success. We create access to quality resources and instruct students in research skills that extend learning, enhance critical thinking, and inspire intellectual discovery.

To fulfill their mission, the SRJC Libraries:

- Support SRJC's curriculum by selecting, organizing and maintaining resources necessary for current and emerging instructional programs
- Collaborate with faculty to embed the library into the classroom
- Create virtual gateways to diverse sources of knowledge
- Ensure equal access to library programs and resources for learners across the spectrum of educational level, physical ability and location
- Provide an engaging environment that promotes individual and collaborative learning
- Evaluate resources and services to ensure future readiness vital to student success
- Inspire learners with imaginative uses of technology, spaces and resources that support participation and community engagement

1.1b Mission Alignment

The library mission is strongly aligned with the mission of Santa Rosa Junior College. The SRJC Libraries foster learning and academic excellence by providing critical resources, services, and instruction in direct support of the curriculum across all disciplines at the College. The Libraries contribute to student equity and student retention by providing access to high-cost materials with convenient and responsive facilities and services. As a leader in innovative and emerging instructional programs, the Libraries work collaboratively with faculty in all disciplines to provide highly effective instructional services that directly impact student achievement and foster student success.

1.1c Description

The SRJC Libraries support student success and foster academic excellence by providing a complete learning infrastructure that is designed to fully develop student potential and promote academic success. Students obtain what they need to learn and succeed by accessing varied instructional environments, curriculum-based resources and collections, technology, and state-of-the-art learning facilities.

The Libraries are the most heavily used instructional spaces at the SRJC. To support the success of students at SRJC and beyond, Libraries provide intentionally selected collections in various formats and excellent services. These innovative resources are designed to extend learning beyond the Libraries' walls. At the SRJC Libraries knowledge exploration is central to student learning. Students use current and relevant research tools and a wide array of learning resources to find information to support completion of their class assignments. An innovative and varied information literacy instruction program supports critical thinking, academic integrity, and academic achievement.

1.1d Hours of Office Operation and Service by Location

The SRJC Libraries provide the only service consistently available to students throughout the day, into the night and over weekends.   The following hours are set for the 2022-2023 Academic Year.

Doyle Library | Santa Rosa Campus
M-Th   7:45 AM -9:00 PM
F   9:00 AM - 5:00 PM
Sa   9:00 AM - 3:00 PM

Summer – 8-week session:
M-Th: 10:00 AM -4:00 PM

Mahoney Library | Petaluma Campus
M-Th   7:45 AM -7:00 PM
F & S   10:00 AM - 2:00 PM

Summer – 6-week session:
M-T: 10:00 AM -2:00 PM

1.2 Program/Unit Context and Environmental Scan

The following changes in the social, business, cultural, educational, technological or regulatory environment that could impact our program/unit over the next three years:

- The length of the pandemic has likely caused permanent changes in user behavior, which will influence how libraries offer services and access to collections.
- The pandemic has disrupted students' sense of belonging as related to our physical/in-person spaces. Prioritizing how to re-engage students with library spaces will be important.
- The pandemic amplified the need for student access to baseline technologies such as internet access and laptops.
- DEIA should be central to our decision-making processes.
- OER and Zero Textbook Cost initiatives have gained critical traction over the past few years and the momentum is expected to continue

2.1a Budget Needs

Due to annual increases in electronic resource subscriptions and online hosting fees we are requesting an additional $5000. The cost of existing subscription increases by 3-5% every year and our hosting fees have gone up more than 470% in the last three years. These increases come directly from our ever-shrinking budget lines. Therefore, this request would allow us fund our continuing resource allocations.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	ALL	07	02	$5,000.00	The cost of existing subscription increases by 3-5% every year and our hosting fees have gone up more than 470% in the last three years.

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Lib Tech II	40.00	12.00	Assists at public service desks and other areas of library. Part of course reserves team for both libraries.
Lib Tech III	40.00	12.00	Oversees interlibrary loan and electronic resource purchasing for technical services. Cross-trained to assist at public services desks.
Lib Tech III	40.00	12.00	Oversees access services at Mahoney Library. Leads course reserves team for both libraries. Is accountable for the oversight and allocation of student budgets; provides direction to student assistance and other classified access services staff.
LRET AAIII	40.00	12.00	Assists entire LRET Cluster in addition to supporting IELM and Sabbatical processes. This position is also responsible for limited Distance Education administrative support.
Lib Tech III	40.00	12.00	Oversees access services at Doyle Library: Is accountable for the oversight and allocation of student budgets; provides direction to student assistants and other access services staff.
Lib Tech III	40.00	12.00	Oversees acquisitions, purchasing and print periodicals for library technical services. Cross-trained to assist at public services desks.
Lib Tech III	40.00	12.00	Oversees archives, receiving, invoicing and systems processes for technical services.
Lib Tech II	40.00	12.00	Supports Access Services, oversees tech gear & printing systems, serves as opening/daytime building supervisor
Lib Tech II	40.00	12.00	Supports Access services. Part of course reserves team for both libraries. Serves as closing/evening building supervisor.
Lib Tech III	40.00	12.00	Oversees cataloging, other technical services area of library. Cross-trained to assist at public services desks.
Lib Tech II	24.00	12.00	Supports Access Services, Circulation, serves as Saturday building and student employee supervisor. (requested, Req in progress, reduction to full-time postion)

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Dean, Learning Resources & Ed Technology	40.00	12.00	Provides administrative leadership for all aspects of learning resources program including Library Services, Media Services, and District Technology Planning.
Department Chair	12.00	10.00	Provides leadership for instructional program and overall library services for both campuses.

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Mahoney - Petaluma Student Assistants	54.00	12.00	Assist at all service desks. Overall hours vary.
Doyle - SR Student Assistants	216.00	12.00	Assist at all service desks. Overall hours vary.

2.2d Adequacy and Effectiveness of Staffing

Retirement of LT II in Santa Rosa. Proposal submitted to fill this position at a reduce 60%. Approval of this is delayed and the position remains vacant.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	ALL	02	01	Library Technician II 100%	Library Technician II 60%	Classified

2.3a Current Contract Faculty Positions

Position	Description
Mahoney Public Services Librarians	Provides 15 hours per week of student contact through reference research desk service, research appointments, and Information Literacy credit courses; offers course-integrated instruction sessions and workshops. Provides instruction through a variety of modalities, including face-to-face, reference and research, digitally through online reference service orientations, research appointments, workshops and/or Library and Information Resources courses, videocall, chat, and phone. Develops instructional materials in support of discipline-based faculty classroom research assignments. Prepares and arranges student contact activities including consultation Collaborates with instructional faculty, to development of workshops and course-integrated instruction sessions, updating of subject and vocational discipline knowledge, creation of instructional materials and guides, and targeted collection development. Identifies, selects, and de-selects resources in a wide array of formats that contribute to the development of the libraries' collections. Participates in targeted efforts to reach all student populations, including underserved and at-risk students. Participates in learning activities in collaboration with other discipline faculty; conducts outreach and public relations activities, including program-related community outreach events and development and implementation of program related gallery exhibits.
Doyle Public Services Librarians	Provides 15 hours per week of student contact through reference research desk service, research appointments, and Information Literacy credit courses; offers course-integrated instruction sessions and workshops. Provides instruction through a variety of modalities, including face-to-face, reference and research, digitally through online reference service orientations, research appointments, workshops and/or Library and Information Resources courses, videocall, chat, and phone. Develops instructional materials in support of discipline-based faculty classroom research assignments. Prepares and arranges student contact activities including consultation Collaborates with instructional faculty, to development of workshops and course-integrated instruction sessions, updating of subject and vocational discipline knowledge, creation of instructional materials and guides, and targeted collection development. Identifies, selects, and de-selects resources in a wide array of formats that contribute to the development of the libraries' collections. Participates in targeted efforts to reach all student populations, including underserved and at-risk students. Participates in learning activities in collaboration with other discipline faculty; conducts outreach and public relations activities, including program-related community outreach events and development and implementation of program related gallery exhibits.
Tech Services Librarian (1)	Responsible for all activities related to print and digital library material acquisition, bibliographic control, integration in and access through academic research systems. Responsible for maintenance and quality control of the library online catalog; administers the library materials budgets and directs the work of classified staff in Cataloging, Acquisitions, Periodicals, and Interlibrary loan; serves as liaison with the library system vendors; directs the work of Technical Services support staff; manages District archives. Performs the functions of the Systems Librarian by managing the enterprise library software that runs all operations for both campus libraries. Responsible for the integration of multiple formats of digital and print resources for student access in research interfaces. Supervises 6 Technical Services staff.
Electronic Svcs Librarian (1)	Develops and maintains the library web services, including the library website. Responsible for integration of database, e-book, and web systems with SIS to ensure student authentication and access to all library resources. Troubleshoots student and instructor problems in accessing database, e-book and other electronic instructional resources. Develops digital and interactive library instruction materials.
Electronic Svcs Librarian (1 new)	Lead digital integrations to enhance delivery of digital resources and services. Support integration of library resources with other library and campus-wide systems. Analyze, troubleshoot, document, and resolve digital access problems. Provide leadership on security and privacy of library-based electronic resources, and services. Act as liaison to the library's media collection.

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
Library Instruction - Doyle Reference	3.2000	56.0000	9.8000	44.0000	Four full time regular faculty librarians provided 58% of reference service at Doyle Library per week; a pool of 9 adjunct faculty librarians provided 42% of reference service per week.
Library Instruction - Mahoney Reference	3.0000	37.0000	11.0000	63.0000	Two full time regular faculty librarians provided 60.6% of reference service at Mahoney Library per week; a pool of 11 adjunct faculty librarians provided 39.4% of reference service per week.

2.3c Faculty Within Retirement Range

There are currently 9 full-time regular faculty librarians managing services and collections at both libraries. In addition to the regular 10-month faculty librarian contract, the Technical Services, electronic services librarians as well as department chair have hourly assignments to ensure continued operations during the summer term. Of these, 3 faculty librarians are assigned to Mahoney Library, Petaluma Campus and 6 are assigned to Doyle Library, Santa Rosa campus.

Two librarians are within retirement age. One of these librarians will have 80% reassign time for the next two years.

2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

The Santa Rosa Junior College Library Department needs a Public Services Librarian whose specialty focus is Outreach and Leadership for First Year Experience (FYE) students. FYE Librarians at 4-year colleges and universities typically work with target populations reflecting a more traditional interpretation of the FYE student, i.e. the newly-graduated high school student going straight to college who is part of a discrete cohort of students arriving at college at the same time and moving through college in step together. The FYE student in the California Community College system reflects a much more diverse person, for example never having attended college in the United States, who may have graduated from high school many years ago, or who earned a GED at some point. These students tend to come from a highly diverse range of backgrounds, work experiences, and cultures, making it more useful to have an Outreach Librarian who can target those various pipelines of potential students by going out into the community to establish relationships. Therefore, this position would conduct outreach to various community organizations reflecting the diverse population of our service region, as well as reaching out to regional high schools. The SRJC Libraries have offered LIR 10: Introduction to Information Literacy as a pilot program at one area high school, and this position could not only do that but also work with high schools directly to share information about SRJC Libraries' services and resources that support student learning. Such a position could positively impact the District's Strategic Enrollment Management and enhance Dual Enrollment efforts.

Public services librarian duties would include outreach to faculty teaching SRJC FYE-designated courses and potentially other designated departments and faculty. The librarian would collaborate with faculty to provide students in FYE or other courses with course-integrated instruction, digital learning objects, or other related research support materials. In addition, they would join other public services librarians in providing drop-in library workshops and developing the SRJC Libraries collections through the lens of the FYE librarian.

All SRJC public services librarians offer learning support appropriate to new college students. This position can also contribute to departmental efforts by leading our team of librarians, all of whom offer learning support that positively impacts new and returning college students, enhancing their persistence in college coursework.

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0002	ALL	02	06	Library Science	In an effort to increase student access and equity while aligning library services with the college's Guided Pathways plan, SRJC Libraries needs a First Year Experience & Outreach Librarian. This position would lead partnership and outreach efforts with local high schools and dual-enrollment students to provide outreach programming such as library tours, lectures, workshop, and Information Literacy courses, as well as address the academic support needs of non-traditional, underrepresented, and transfer students. This position has the opportunity to seamlessly collaborate with other academic and support services such as Learning Communities, AB 705 co-requisites, the Welcome & Connect Center, Student Success Coaches, and Counseling to provide comprehensive and coordinated student support. As SRJC continues to face enrollment declines, the First Year Experience & Outreach Librarian can build relationships and partnerships early on to attract dual-enrollment students, increase course articulation with high schools, and directly increase students' sense of belonging within the greater college community.

2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

The SRJC Libraries provide a learning environment that facilitates information discovery while delivering robust instruction that bolsters student achievement. At the same time, library programs face an accelerating pace of technological change and demand for increased use of building services and facilities for IT-enabled learning and research.   The following needs are anticipated:

Instructional Collections for District Libraries
The libraries circulate over 98,000 items to students from a robust collection of books, e-books, textbooks, DVDs and streaming videos. In addition, students use library databases to download over 280,000 research articles per year. The libraries provide academic offerings across print and digital formats and serve all disciplines and academic clusters, with increasing demand for costly e-books, database access and streaming videos. Instructor usage of library materials is on the rise as well, as faculty embrace learning technologies and incorporate streaming media into their lecture content. The library materials request is to meet instructional needs and provide curriculum support across the district and through both libraries, with no increase in request costs from the previous fiscal year IELM allocation. **Request: $100,000.**

Retrofitting Santa Rosa Doyle Room 227 (formerly 4327) and Mahoney Room 718 for dual delivery
Remote instruction during the pandemic has significantly increased instructor and student demand for online course-integrated library workshops and online drop-in library workshops. The Libraries anticipate this demand for online workshops to continue, in addition to the pre-pandemic demand for in-person workshops. The flexibility of dual delivery will allow Librarians to provide the most access to the most students and support students' ability to learn in a way that supports their life circumstances in a continually changing environment. Retrofitting Santa Rosa Doyle Room 227 and Petaluma Mahoney Room 718 for dual delivery to include smart microphones, speakers and cameras (fixed/motion sensor) will support equitable instruction and quality instructor-student and student-student interaction. Retrofitting Santa Rosa Doyle Room 227 is contingent on a Room Refresh to convert its structure from analog to digital. **Request: $75,000**

2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	ALL	02	01	Instructional collections for district libraries. Library has no general fund collection budget.	1	$100,000.00	$100,000.00	Mary-Catherine Oxford	Mahoney & Doyle Libraries	Mary-Catherine Oxford
0002	ALL	02	01	Dual Delivery Retrofit to support equitable instruction at Pet & SR includes upgrade (analog to digi	2	$37,500.00	$75,000.00	Erin Daniels	Pet Rm 718 & SR 227 (formely 4327)	Erin Daniels, Mary-Catherine Oxford

2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact

2.4f Instructional/Non-Instructional Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description

2.5b Analysis of Existing Facilities

The high use of library facilities requires continuous upkeep. Chair loss through breakage and wall damage through heavy traffic are areas that require ongoing maintenance. The department is actively replacing broken furniture that can no longer be repaired as funds become available. At the same time, ongoing wear and tear of arguably the busiest building (Doyle Library) on campus requires an ongoing investment in upholstery cleaning and building repair.

As the District condenses departments and programs in an effort to create efficiency gains across use of facilities, the libraries are being closely looked at for space utilization opportunities. Partners that directly support instruction and academic support services should be considered as ideal building partners, while preserving core library programs and library spaces.

Retrofit construction is necessary within the Mahoney Library to accommodate the relocation of Media Services to another Petaluma campus location and the relocation of Tutorial Services to the current Media Services location in the Library building. (Note that Tutorial Services relocated in spring 2022 to a temporary location in the Connie Mahoney Reading Room inside the Mahoney Library.)

Retrofit and construction details are being planned for spaces within the Mahoney Library building. Decisions are being made with input from all personnel at Mahoney Library and Petaluma Tutorial Services, along with recommendations and expertise from the chosen architect and SRJC Capitol Projects Director Serafin Fernandez.

It is crucial to understand that this construction and remodel will significantly impact the flow of visitor traffic at Mahoney Library and the current configuration of the Circulation service desk and offices. As the new configuration is developed, the following is crucial for the Circulation service area. Regarding the shared (duo) office space in Mahoney 702, the retrofit must be constructed so that:
- Both workstations have lines of sight to the Circulation area service points in order to ensure equitable response to service requests and to oversee public safety in the immediate and surrounding areas;
- Both workstations have ergonomic sit/stand options that do not impede sight lines.

3.1 Develop Financial Resources

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3.2 Serve our Diverse Communities

The libraries are committed to staff diversity in terms of physical ability, culture, ethnicity, age, gender, sexual orientation and class. Hiring practices continue to reflect this commitment.

3.3 Cultivate a Healthy Organization

Library faculty and staff are encouraged to take courses and attend training workshops in order to improve their career competency. Several classified staff take Lynda.com courses over the summer months to improve their information technology skills, and the library faculty attend conferences and workshops throughout the year for professional development. Library work is technologically demanding requiring regular professional development to stay current with changes.

3.4 Safety and Emergency Preparedness

The Learning Resources department is recognized as a leader for District safety and emergency preparedness. For example the Mahoney Library Emergency Plan was used as the template for the Petaluma Building Emergency Plans. Library staff are considered experts and are regularly consulted by the Vice President of Petaluma, Facilities Administrators, Environmental Health & Safety, and District Police.

The Libraries have unique needs in an emergency situation. They are large multi-floor facilities, opened day, evening and weekends with varying amounts of staff. The libraries have large numbers of students in them at any given time and the staff do not have a roster of the who the students are.

3.5 Establish a Culture of Sustainability

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4.1a Course Student Learning Outcomes Assessment

Department Culture of Assessment

The Learning Resources Department actively fosters a positive culture of assessment. Time is formally scheduled in department meetings for faculty to share their assessment projects, outcomes, and instructional changes made as a result of their efforts.

Department Ongoing SLO Assessment Plan

Learning Resources offers a single one-unit course which is taught by regular and adjunct faculty (LIR 10). Because only one course is taught, LIR 10 is under a constant cycle of evaluation each semester. The Learning Resources department has implemented the following plan to ensure that a variety of instructors participate in the constant assessment process:

A meeting is held during each semester to:

1) review SLO assessment procedures
2) identify faculty members to participate in conducting an assessment of one of a sections of LIR 10
3) share results of assessments from the previous semester

The department's assessment schedule is presented below:

Course	SLO #s	Participating Faculty	Academic Year	Semester Completed	Comments
LIR 10	4	Smita Avasthi, Erin Daniels, Molly Matheson, Eve Miller, Phyllis Usina	2015-16	Fall 2015	This was a common assessment with 1 SLO report; Report transferred into Formstacks by Josh Pinuala
LIR 10	4	Molly Matheson	2015-16	Spring 2016	Report transferred into Formstacks by Josh Pinuala
LIR 10	5	Canon Crawford	2015-15	Spring 2016	Report transferred into Formstacks by Josh Pinuala
LIR 10	1	Smita Avasthi, Ann Bertucci, Sheila Cunningham, Erin Daniels, Loretta Esparza, Boutsaba Janetvilay, Jessica Harris, Marjorie Lear, Hilary Smith, Phyllis Usina, Connie Williams	2016-17	Fall 2016	This was a common assessment with 1 SLO report; Report transferred into Formstacks by Josh Pinuala
LIR 10	2	Sami Lange, Nancy Persons	2016-17	Spring 2017	This was a common assessment with 1 SLO report; Report transferred into Formstacks by Josh Pinula
LIR 10	3	Smita Avasthi, Ann Bertucci, Erin Daniels, Boutsaba Janetvilay, Phyllis Usina	2017-18	Fall 2017	This was a common assessment with 1 SLO report; Report transferred into Formstacks by Josh Pinula as a Spring 2018 assessment

LIR 10	4	Eve Miller and Jessica	2017-2018	Spring 2018	2 reports filed in Formstacks
LIR 10	5	Smita Avasthi	2018-2019	Fall 2018	Teams
LIR 10	1	Smita Avasthi	2018-2019	Spring 2019	Teams
LIR 10	2	Volunteer(s) TBD at faculty meeting	2019-2020	Fall 2019	Not completed
LIR 10	3	Volunteer(s) TBD at faculty meeting	2019-2020	Spring 2020	Not completed
LIR 10	4	Volunteer(s) TBD at faculty meeting	2020-2021	Fall 2020	Not completed
LIR 10	5	Volunteer(s) TBD at faculty meeting	2020-2021	Spring 2021	Not completed
LIR 10	1	Katrina Smith, Boutsaba Janetvillay, Kathy Thornley, and Jessica Harris	2021-2022	Fall 2021	All 4 SLO Assessments were submitted through the online ACCJC portal.
LIR 10	2	Volunteer(s) TBD at faculty meeting	2021-2022	Spring 2022	All 4 SLO Assessments were submitted through the online ACCJC portal.
LIR 10	3	Volunteer(s) TBD at faculty meeting	2022-2023	Fall 2022	TBD
LIR 10	4	Volunteer(s) TBD at faculty meeting	2022-2023	Spring 2023	TBD

4.1b Program Student Learning Outcomes Assessment

1. SRJC Libraries provide effective instruction in a wide variety of contexts to support our diverse range of learners and their needs.
- Librarians provide personalized instruction to support our diverse range of learners and their needs.

- Librarians provide instruction tailored to specific classes, assignments, or tools during course-integrated instruction session and/or drop-in workshops to support our diverse range of learners and their needs.
- Librarians provide effective instruction through credit classes to support our diverse range of learners and their needs.

2. SRJC Libraries acquire, provide access, and deliver resources useful to support the needs and enrich the lives of our diverse range of learners.
- The SRJC Libraries acquire resources that meet the curricular needs and enrich the lives of our diverse range of learners.
- SRJC Libraries provide access to and deliver resources that support the curricular needs and enrich the lives of our diverse range of learners.

3. SRJC Libraries provide a technology infrastructure and services that facilitate successful academic achievement of our diverse range of learners and their needs.
- The SRJC Libraries provide hardware and software that facilitate successful academic achievement of our diverse range of learners.
- The SRJC Libraries provide research interfaces that facilitate successful academic achievement of our diverse range of learners and their needs.

4. SRJC Libraries provide a welcoming environment and facilities that support our diverse range of learners and their needs.
- The SRJC Libraries provide facilities that welcome and support learning for our students from diverse backgrounds and identities.
- The SRJC Libraries provide sufficient open hours and staff to support learning for our students from diverse backgrounds and identities.

Program Learning Outcomes Assessment Schedule
Libraries are committed to continuous program assessment and improvement; thus, we assess initiatives related to each PLO every year. Since 2017, we have assessed all 4 of our PLOs, and we shared the results with the department. The reports can be found on the shared drive, accessible by all library staff. If, however, we do not have a significant initiative in a particular area, we will maintain the following schedule:

ACADEMIC YEAR	PLO 1	PLO 2	PLO 3	PLO 4
2016-2017	X			
2017-2018		X		
2018-2019			X	
2019-2020				X
2020-2021	X			
2021-2022	X	X	X	X

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Course	LIR 10	Fall 2007	Spring 2011	Fall 2011
Course	LIR 10	Fall 2007	Spring 2011	Fall 2011
Course	LIR 10	Fall 2007	Spring 2011	Fall 2011
Course	LIR 10	Fall 2007	Spring 2011	Fall 2011
Course	LIR 10	Fall 2007	Spring 2011	Fall 2011
Course	LIR 10	Fall 2008	Spring 2009	Spring 2009
Course	LIR 30	Fall 2007	Spring 2008	Spring 2009
Course	LIR 30	Fall 2008	Spring 2009	Spring 2009
Course	LIR 10	Spring 2010	Spring 2010	N/A
Course	LIR 30	Spring 2010	Spring 2010	N/A
Course	LIR 310	N/A	N/A	N/A
Course	LIR 10	Spring 2013	Spring 2013	Spring 2013
Course	LIR 10	Spring 2013	Spring 2013	Spring 2013
Course	LIR 10	Fall 2012	Fall 2012	Fall 2012
Course	LIR 10	Fall 2012	Fall 2012	Fall 2012
Course	LIR 10	Spring 2014	Spring 2014	Spring 2014
Course	LIR 10	Spring 2013	Spring 2013	Spring 2013

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Course	LIR 10	Spring 2014	Spring 2014	Spring 2014
Course	LIR 10	Spring 2014	Spring 2014	Spring 2014
Course	LIR 10	Spring 2014	Spring 2014	Spring 2014
Course	LIR 10	Spring 2014	Spring 2014	Spring 2014
Course	LIR 10	Fall 2014	Fall 2014	Fall 2014
Course	LIR10	Fall 2015	Spring 2016	Fall 2016
Course	LIR 10	Spring 2016	Spring 2016	Fall 2016
Service/Program	Course Integrated Instruction	Fall 2014	Fall 2014	Spring 2015
Service/Program	Course Integrated Instruction	Spring 2015	Spring 2015	Fall 2015
Service/Program	Library Instructional Svcs	Spring 2011	N/A	N/A
Service/Program	Acq and Deliv of Resources	Spring 2011	N/A	N/A
Service/Program	Technology Infrastructure	Fall 2011	N/A	N/A
Service/Program	Learning Environment	Fall 2010	N/A	N/A
Service/Program	Interlibrary Loans	Spring 2013	Spring 2013	N/A
Service/Program	Public Service Desk Assessment	Spring 2014	Spring 2014	N/A
Service/Program	Research Assistance Assessment	Spring 2014	Spring 2014	N/A
Service/Program	Print/Copy Services	Fall 2014	Fall 2014	Fall 2014

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Service/Program	Group Study Facility Assessmen	Spring 2015	Spring 2015	Summer 2015

4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
Course Integrated Instruction		X					X	X	X	X	X	X	X	X	X	X
LIR 10: Intro to Information Literacy		X					X	X	X	X	X	X	X	X	X	X
Reference & Research Support		X					X	X	X	X	X	X	X	X	X	X

4.2b Narrative (Optional)

From Fall 2019 to Spring 2020, the SLO Assessments were not completed or cannot be located. During the 2021-2022 academic year, due to the ACCJC accreditation process, all four SLOs in LIR10 were assessed. The library will continue with its plan to assess SLOs during the 2022-2023 academic year.

5.0 Performance Measures

All Data is from the 2021-2022 Academic Year. This was a unique year for SRJC Libraries as they faced extraordinary changes due to the COVID-10 Pandemic. Please note that during the 2021-2022 Academic Year, SRJC Libraries offered hybrid services. Curbside services were available throughout the year, with the SRJC Library Buildings reopening for limited hours in Spring 2022, working towards a full opening for Summer 2022. No amount of data could fully describe the innovation, perseverance and work that went into 2021-2022 Library Services. However, we do want to highlight some key data points below.

Instruction - LIR 10
1,286 students taught in **53** sections of LIR10

Instructional Support
1,964 research questions were answered.
815 access questions were answered.
424 wayfinding questions were answered.
197 technical problems were solved.

Access to Technology
945 laptops, **545** hotspots and **432** calculators were checked-out by students.

5.1 Effective Class Schedule: Course Offerings, Times, Locations, and Delivery Modes (annual)

Library instruction is offered in several modalities including face to face, hybrid, and fully online, answering the needs of multiple student learning styles and the demands of varied student lifestyles. Information literacy instruction occurs in specialized instructional workshops, course integrated instruction sessions, one-on-one research tutoring sessions, and reference desk instruction as library faculty seek to meet student demand for library and research services effectively and successfully.

Effort is made to offer classes scheduled at a variety of times to provide options for full time students as well as those who are working who require evening and weekend courses. In recent years, demand for online instruction has resulted in an increased offering of hybrid and fully online sections. Classes are offered in 6, 9, and 12 week formats, and are scheduled with a variety of start dates so as to maximize their efficacy in allowing students to use the LIR 10 curriculum to assist with the research project assignments they may have in other classes.

The library has been an active participate in interdisciplinary Learning Communities, successfully partnering with Puente and English instructors on both campuses in collaborative instructional initiatives. In addition, the department has made significant outreach to underserved populations through partnerships with Student Equity programs and collaborations with English as a Second Language instructors. A vibrant textbook loan program in particular, ensures access to required course materials for all students.

5.2a Enrollment Efficiency

Enrollment Efficiency Summary by Session (All locations and modalities are combined)
Fall 2021:   95.7%
Summer 2021: 92.3%
Spring 2021:   95.8%
Fall 2020:   100.2%
Summer 2020: 102.1%
Spring 2020:   96.3%
Fall 2019:   101.2%
Summer 2019: 92.4%
Spring 2019:   98.5%
Fall 2018:   88.9%
Summer 2018: 92.7%

Library faculty have a policy of accepting all students from wait lists.

5.2b Average Class Size

Average class sizes for all locations and courses during recent semesters are as follows:

Fall 2021:   28.6
Summer 2021: 27.7
Spring 2021:   28.7
Fall 2020:   30
Summer 2020: 30.6
Spring 2020:   28.8
Fall 2019:   30.3
Summer 2019: 27.7
Spring 2019:   29.5
Fall 2018:   26.6
Summer 2018: 27.8

5.3 Instructional Productivity

The of Full-Time Equivalent Students to Full-Time Equivalent Faculty at first census for the combined LIR10 instruction classes at Santa Rosa and Petaluma is as follows:

Fall 2021:   13.79

Summer 2021:   13.61
Spring 2021:   13.8
Fall 2020:   14.66
Summer 2020:   14.90
Spring 2020:   14.11
Fall 2019:   14.68
Summer 2019:   13.73
Spring 2019:   14.45
Fall 2018:   13.75
Summer 2018:   14.15

5.4 Curriculum Currency

LIR 10 is actively taught year round. The course outline of record (COR) was updated by the Department after rich dialogue and discussion. It was approved by the Curriculum Committee in Fall 2017 to keep in alignment with information literacy instruction and reflects the changing nature of information research.

5.5 Successful Program Completion

N/A

5.6 Student Success

5.6.a The percentage of students demonstrating success in terms of course retention is as follows:

Fall 2021:   83.6%
Summer 2021: Data Unavailable
Spring 2021:   86.4%
Fall 2020:   79.7%
Summer 2020: 83.1%
Spring 2020:   76.5%
Fall 2019:   79.85%
Summer 2019: 80.8%
Spring 2019:   79%
Fall 2018:   82.5%
Summer 2018:   82.7%

5.6.b The percentage of students that successfully completed courses for the same periods of time are as follows:

Fall 2021:   81.1%
Summer 2021: Data Unavailable
Spring 2021:   85.2%
Fall 2020:   78.4%
Summer 2020: 82.4%
Spring 2020:   74.9%
Fall 2019:   77.1%
Summer 2019: 77.4%
Spring 2019:   76.9%
Fall 2018:   80.3%
Summer 2018:   81%

5.6.c Gradepoint averages for the same periods of time are as follows:

Fall 2021:   3.26
Summer 2021: Data Unavailable
Spring 2021:   3.45
Fall 2020:   3.17
Summer 2020: 3.45
Spring 2020:   3.19
Fall 2019:   3.07
Summer 2019: 2.89
Spring 2019:   2.85
Fall 2018:   2.87
Summer 2018: 3.01

5.7 Student Access

LIR 10 class enrollment
Students served by ethnicity during the 2021-2022 academic year, as provided by the District are as follows:

White	38.6%
Asian	3.6%
Black	2.6%
Hispanic	41.6%
Native American	0.4%
Pacific Islander	0.4%
Filipino	1.0%
Other Non-White	5.8%
Decline to state	5.9%

Gender breakdown of students during the 2021-22 academic year, as provided by the District are as follows:

Male	36.9%
Female	60.5%
Unknown	2.6%

5.8 Curriculum Offered Within Reasonable Time Frame

The department offers LIR10: Introduction to Information Literacy, in various formats and at a variety of times in order to allow students maximum accessibility. LIR10 sections are paired with Learning Communities to provide specialized access to specific populations of students and cohort groups.

LIR 10 is offered at both Santa Rosa and Petaluma every semester and summer session. In response to student demand, additional online and hybrid formats have been consistently added to section offerings.

5.9a Curriculum Responsiveness

LIR 10 curriculum proactively integrates new instructional elements that reflect the rapidly changing technological interfaces students encounter in an academic library. As an example, the department has introduced a series of Guide on the Side interactive tutorials to help students quickly comprehend and use the complex research tools common to academic libraries. The department also introduced a reading list tool that allows students to seamlessly access database materials from directly inside the online learning environment without disruption, facilitating better integration of library resources into the curriculum of any class taught at SRJC. These tools keep the information literacy program dynamic and reflect current pedagogy in the use of active learning instructional strategies.

5.9b Alignment with High Schools (Tech-Prep ONLY)

N/A

5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)

LIR 10 is transferable to the CSU and UC systems.

5.11a Labor Market Demand (Occupational Programs ONLY)

N/A

5.11b Academic Standards

The department actively monitors and adheres to the educational information literacy standards that have been agreed upon and codefied by the Association of College and Research Libraries and the American Library Association. This is an active component art of the instructional aim of the Learning Resources department as well as for general Library operations. Our instructional SLOs measure student success and we use results from these assessments to generate conversation about new ways to teach concepts.

The department regularly engages in dialogue with regard to the information literacy standards because of their central nature to successful academic instruction. Instructors and library faculty regularly share information regarding new challenges to information literacy and design curriculum and learning strategies to meet the challenges of a dynamic information-rich environment.

The Learning Resources department has been a guiding force in California academic information literacy instruction and curricular integration of academic research. Faculty librarians regularly publish on information literacy pedagogy in academic literature and present at professional conferences.

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	02	01	Maintain library quality through effective faculty/staff job recruitments	Revise current faculty assignments to adapt services and instruction to changing student need and pedagogical practices, with focus on underserved populations, basic skills, and English language learners.	2020-2021	Librarians have reconfigured liaison assignments to respond to changes in specific Departments' configurations. A job search is being done in Spring 2022 for a new Electronic Services Position
0001	ALL	02	01	Assess effectiveness of the Learning Commons space revitalization project.	In 2017-2018 library spaces were updated in order to fully meet changing instructional patterns and student needs. Assessment effectiveness of integrated learning technologies and collaborative spaces for support of student research and student knowledge creation.	2020-2021	Library has established an Open Lab in Mahoney and Doyle and collaborations between College Skills Tutorial Center continue in both Mahoney and Doyle.
0002	ALL	02	01	Procure an instructional materials budget to support all District instruction activity and programs	Continue to adequately provide instructional materials collections to support student access and success. Provide information resources for appropriate materials to support student learning and instruction	2020-2021	For the 2020-2021 year Libraries received $250,00 for collections. Currently the libraries rely on IELM State Annual funding for collections. There is no established district general fund for library collection development.
0003	ALL	02	01	Continue the development, evaluation and assessment of student learning outcomes and program learning outcomes	Improve instruction and services through continual assessment	2020-2021	SLO Assessment lagged during the pandemic during the transition to remote services and then back to hybrid services and then back to in-person services. However, the Library submitted SLO Assessments to the ACCJC and were commended for their work.
0004	ALL	02	01	Conduct annual review of electronic resources collections and services; increase capacity to conduct data curation to manage an increasing array of information resources.	Assess and transform library technical service processes to meet changing service demands for expanded access to electronic resources across a variety of platforms and services.	2020-2021	The library conducts an annual review of all of our electronic collections and services. This includes an assessment of usage as well as type of resources acquired, in the context of evolving academic programs. The library's new service platform allows for an increased level of data curation that increases visibility of all electronic and print resources.

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0005	ALL	02	01	Provide professional development and training of library faculty and staff to take advantage of emerging technologies.	Ensure workforce competence as libraries continue to transform services and digital access to resources in increasingly complex delivery systems.	2020-2021	Librarians were involved in the emergency remote services during this time and pursued the necessary training both independently, and in collaboration with each other, to transition to remote services. Librarians attended trainings, workshops, and conferences on a wide variety of topics including equity, inclusion, trauma-informed practices, streaming media, Alma, democratized decision-making, Primo, copyright and collections, and Ex Libris
0005	ALL	04	06	Continue to evaluate and implement hardware, software and cloud-based resources to offer access to library resources while minimizing security risks and downtime	Identify and develop a strategic plan for replacement of rapidly obsolete Integrated Library System that runs campus library operations	2020-2021	The general trend toward movement to cloud-based resources has significantly reduced the need for in-house hardware. Security and downtime considerations are now largely associated with library vendor's products. Evaluation of vendors is therefore a careful consideration. Many statewide initiatives have taken on the burden vetting security, performance capacity and downtime through formal RFP processes.
0005	ALL	02	01	Address ongoing demand for access to more costly electronic resources, including streaming video, brought about by growth in online instruction and changing instructor requests for digital resources.	Reallocate budgets where possible to purchase streaming video and other digital resources as requested.	2020-2021	Demand for electronic resources, including streaming video, continues to rise – especially during and post Covid-19 pandemic. The library has increased its electronic resource access by adding several new databases, primary source packages and multiple new streaming media platforms.

6.2b PRPP Editor Feedback - Optional

Library Space Revitalization Achievements
There is an initiative to integrate the Petaluma College Skills Tutorial Center into the Herold Mahoney Library Building space. The Tutorial Center will be moving to where Media services is located now—during Fall 2022 or Spring 2023. Also, there is an initiative to offer an Open lab as part of that move. The Library staff and Librarians have been collaborating with the leadership, staff, and Faculty in the College Tutorial Center to offer more integrated student support services in Mahoney—and also to cross-pollinate ideas between the College Skills Tutorial Center and the Library. During the 2020-2022 time period during the COVID-19 pandemic, the Library and the College Skills Tutorial Center opened an Open Lab for students where they could drop in and have quiet study time.

Prior to 2022, the SRJC Libraries completed a three-year renovation of learning spaces, reflecting ways the libraries have evolved to meet the changing ways that students study and learn. Pedagogical shifts have encouraged experiential learning, and advances in information technologies have invited digitally-infused research spaces. To meet these trends, the Doyle and Mahoney Libraries added learning commons environments that fuse physical and digital spaces and services. The guiding principles of the design changes were to enhance space for students to study, connect, collaborate, learn and create knowledge. At both libraries, changes in architecture and furnishings were completed to foster participatory learning and facilitate innovative instruction and research.

Library Partnerships
In terms of partnerships and collaborations, a conversation began with SRJC Dual Enrollment and the Sonoma County Office of Education to discuss how the SRJC Libraries credit courses and the Lanzamiento program might potentially create stronger dual enrollment initiatives. Also, the SRJC Electronic Services and Technical Services Librarians worked with a statewide coalition of California Community College Libraries to ensure that even the smaller, less-resourced libraries have access to the same high-functioning LMS system—and that the CCC LMS system is aligned with the LMS systems at the CSUs. This initiative helps students all over California while in community college and as they transition to four-year universities. In addition, a public services Librarian was given release time to be the Lanzamiento Librarian. As part of the Lanzamiento Implementation Team, she collaborates with course instructors, librarians, Student Services, and other partners to give added support to Hispanic and all students in the Lanzamiento program. Also, with a new Public Services Librarian who focuses on marketing, communication between the Library and stakeholders like students, faculty, Student Services have strengthened.

Partnerships and collaboration within the Library Department deepened during this time period, as well. Librarians bonded together and worked diligently on developing reopening plans for Spring 2022. In the process, they democratized processes for decision-making that included all voices. In addition, the Chair worked with the Dean to provide paid training for Associate Faculty on Article 16 in order to make the scheduling, Length of Service, and Offer Rights processes more transparent for Associate Faculty.

6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	02	01	Maintain library quality through effective faculty/staff job recruitments	Revise current faculty assignments to adapt services and instruction to changing student need and pedagogical practices, with focus on underserved populations, basic skills, and English language learners.	2020-2021	No net new dollars required
0001	ALL	02	01	Assess effectiveness of the Learning Commons space revitalization project.	In 2017-2018 library spaces were updated in order to fully meet changing instructional patterns and student needs. Assessment effectiveness of integrated learning technologies and collaborative spaces for support of student research and student knowledge creation.	2020-2021	No new resources required
0002	ALL	02	01	Procure an instructional materials budget to support all District instruction activity and programs	Continue to adequately provide instructional materials collections to support student access and success. Provide information resources for appropriate materials to support student learning and instruction	2020-2021	$100,000
0003	ALL	02	01	Continue the development, evaluation and assessment of student learning outcomes and program learning outcomes	Improve instruction and services through continual assessment	2020-2021	No new resources required
0004	ALL	02	01	Conduct annual review of electronic resources collections and services; increase capacity to conduct data curation to manage an increasing array of information resources.	Assess and transform library technical service processes to meet changing service demands for expanded access to electronic resources across a variety of platforms and services.	2020-2021	No new resources required
0005	ALL	02	01	Provide professional development and training of library faculty and staff to take advantage of emerging technologies.	Ensure workforce competence as libraries continue to transform services and digital access to resources in increasingly complex delivery systems.	2020-2021	No new resources required
0005	ALL	04	06	Continue to evaluate and implement hardware, software and cloud-based resources to offer access to library resources while minimizing security risks and downtime	Identify and develop a strategic plan for replacement of rapidly obsolete Integrated Library System that runs campus library operations	2020-2021	No additional resources required at this point in time.

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0005	ALL	02	01	Address ongoing demand for access to more costly electronic resources, including streaming video, brought about by growth in online instruction and changing instructor requests for digital resources.	Reallocate budgets where possible to purchase streaming video and other digital resources as requested.	2020-2021	No new cost to District