

PALOMAR COLLEGE INSTITUTIONAL REVIEW

-2008 NON-INSTRUCTIONAL PROGRAMS DATA COLLECTION FORM-

Non-Instructional Program Reviewed in this Document: Palomar College Library.

1. Progress Report. Review previous year's institutional review. Describe the progress made on any recommendations or areas of need identified in your previous year's review. Specifically, describe progress made toward current department goals and objectives, and learning outcomes.

Palomar College Strategic Planning Goal: *Teaching and Learning Excellence - Integrate Information competency skills across the curriculum*

- Fill two vacancies for Information Competency/Bibliographic Instruction Librarian
 - Filled the vacancy for Information Competency/ Bibliographic Instruction Librarian
- Fill seven vacant library technician positions
 - Filled two vacant library technician positions
- Evaluate need for additional Library faculty
 - Reconfigured vacant Librarian position
 - Reconfigured vacant library technician positions

Palomar College Strategic Planning Goal: *Resource Management - Define and provide the appropriate level of services at all Education Centers*

- Increase Escondido Education Center Library facilities
 - Proposition M passed giving Palomar funding to improve the Escondido Center – specific plans are forthcoming
- When staff positions are filled, reinstate/increase library hours based on identified needs
 - Escondido Education Center Library Saturday hours restored (9:00 a.m. – 1:00 p.m.)
- Upgrade student computers at the San Marcos and Escondido Center libraries
 - All student computers at the San Marcos and Escondido Center libraries have been upgraded
- Upgrade and maintain staff computers at the San Marcos and Escondido Center libraries
 - Upgraded all staff computers at the San Marcos
 - Upgraded 2 of 3 Escondido Center staff computers

2. Provide effective data sources to evaluate this department. Insert qualitative and quantitative data elements that can be used to evaluate this department—what information do you typically use to document your success and justify expanding your department or budget.

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The following data is reviewed within the department to assist with evaluating the effectiveness of Library programs and facilities.

Quantitative: Additional information available in annual reports

	2004-05	2005-06	2006-07
Circulation - SM	44,354	39,583	30,606
Circulation - ESC	4,935	4,473	2,264***
Instructor reserves	2,696	2,916	2,254
Interlibrary loan	1,045	943	805
Library holdings	132,991	131,859	136,250
New additions	4,361	3,339	6,373 (includes e-book collections)
Library hours - SM	64 hr/wk	64 hr/wk	64 hr/wk
Library hours - ESC	52 hr/wk	52 hr/wk	52 hr/wk
Library orientation - SM	206 (4,521 students)	210 (4,847 students)	222 (4,863 students)
Library orientation - ESC	40 (899 students)	44 (1,024 students)	42 (1,004 students)
Library website usage	295,101	290,324	348,284
Media booking	454	464	360
Online database usage (sessions)	**127,695	277,740	279,906
Collection maintenance	14,690	27,924	28,233

** Not all databases recorded statistics, resulting in a significant undercount.

***Systems error resulted in a significant undercount.

Qualitative:

- Faculty Evaluation Form – Library Instruction Session
- Student Library Orientation Survey
- Faculty and Staff survey for Accreditation
- Palomar College Library website at <http://www.palomar.edu/library>
(content and functionality)
- Displays at SM & ESC - on website at <http://www.palomar.edu/library/display.htm>
- Library Annual Report

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3. Program assessment. Assess needs of your department dictated by changes in staffing, equipment, training, software/technology and facility needs .

Staffing/budget

- Fill two vacant faculty positions – Branch Services Librarian and Systems and Technology Librarian
- Increase library resources budget by 15% per year to accommodate the increase in cost of materials in order to maintain a large and diverse collection of books, media and serials
- Increase budget for online databases and bibliographic utility (OCLC) by 5% per year to accommodate the increase in cost of hardware and software

Software/technology

- Upgrade 1 staff computer at the Escondido Center Library
- Upgrade SIRSI server hardware and software
- Upgrade BI Lab to include a library classroom with state-of-the-art technology

Equipment/facility

- When staff positions are filled, reinstate/increase library operation hours based on identified needs
- Increase Escondido Education Center Library facilities in response to growing student population and demand

Training

- Continuous need for upgrading of skills in the areas of technology and best practices for library information services

4. List accomplishments department has made in the last year.

- Filled vacant Information Competency Librarian/Bibliographic Instruction position
- Filled two vacant library technician positions
- Faculty and staff survey for Accreditation completed
- Library website improved to increase remote access to databases via installation of a proxy server.
- In conjunction with the San Diego and Imperial Counties Community College Learning Resource Cooperative, initiated 24/7 Reference service through OCLC's *Question Point* .
- Initiated online registration for library instruction sessions
- Completed inventory for the Escondido Center Library
- Reinstated Saturday hours at the Escondido Center Library
- Added electronic books and serials to the catalog

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5. List the department’s current goals and objectives. (2-3 measurable goals that are congruent with Palomar College Strategic Planning Goals)

Palomar College Strategic Planning Goal: ***Teaching and Learning Excellence - Integrate Information competency skills across the curriculum***

- Design library facilities in San Marcos and Fallbrook to meet the needs of an underserved population
- Fill vacancies for Branch Services Librarian and Systems and Technology Librarian
- Evaluate need for additional Library faculty
- Initiate online registration for Interlibrary Loan
- Improve instructor reserve services to faculty
- Inventory the collection at San Marcos
- Upgrade technology and services to take advantage of emerging technologies

Palomar College Strategic Planning Goal: ***Resource Management - Define and provide the appropriate level of services at all Education Centers***

- Increase Escondido Education Center Library facilities
- Evaluate need for additional classified staff for the Escondido Center Library and the Fallbrook campus
- When staff positions are filled, reinstate/increase library hours based on identified needs
- Upgrade and maintain staff computers at the San Marcos and Escondido Center libraries

This Report Prepared By: Byung Kang Linda Morrow 3/5/08_____

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Date

This Report Submitted To: Judy J. Cater 3/5/08_____

Name (print and initial)

Date

FEEDBACK & SUGGESTIONS TO INSTITUTIONAL REVIEW COMMITTEE FOR NEXT REVIEW: