

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*

- Design library facilities in San Marcos and Fallbrook to meet the needs of an underserved population
 - Met with District's facilities team to begin designing the new Learning Resource Center for San Marcos
- Fill vacancies for Branch Services Librarian and Systems and Technology Librarian
 - Filled vacancies for Branch Services Librarian and Systems and Technology Librarian
- Evaluate need for additional Library faculty
 - Ongoing process
- Initiate online registration for Interlibrary Loan
 - Completed
- Improve instructor reserve services to faculty
 - Posted an online form. Hard copy form for student request to submit to instructor.
- Inventory the collection at San Marcos
 - Completed entire inventory
- Upgrade technology and services to take advantage of emerging technologies
 - Initiated library blog, added 24/7 qwidget to library home page, added link to home page for Spanish translation

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
 - Expanded into Room 200 at the Escondido Center for library instruction sessions
- Evaluate need for additional classified staff for the Escondido Center Library and the Fallbrook campus
 - Ongoing
- When staff positions are filled, reinstate/increase library hours based on identified needs
 - Ongoing
- Upgrade and maintain staff computers at the San Marcos and Escondido Center libraries
 - Student computers upgraded at the San Marcos Library
 - DSPS computer upgraded at the San Marcos Library
 - Two computers upgraded at the Escondido Center Library

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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.

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

- Identify and plan for the staffing levels and flexibility necessary for continuity of services in support of students.
- Implement programs and services in response to the *HSI/Basic Skills Initiative*
- 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 10% per year to accommodate the increase in cost of hardware and software

Software/technology

- Upgrade DSPS 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

- Reinstate/increase library operation hours based on identified needs
- Fully equip the Escondido Education Center Library with appropriate computers and software for students
- Assess the feasibility of purchasing a self checkout station
- Assess the feasibility of enclosing the library classroom at the San Marcos campus
- Upgrade AV equipment in a number of classrooms
- Purchase AV supplies at an adequate level to properly maintain classroom equipment

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.

- Collaborated with the President's Associates to purchase textbooks for students
- Processed those textbooks and made them available at both the Escondido Center and the San Marcos campus
- Implemented two new service points to assist students – the information desk and a third floor desk
- Library website improved to facilitate remote access to periodicals, databases and e-books
- Provided workshops on best practices for library information services
- Initiated online interlibrary loan service
- Completed inventory of the collection at the San Marcos campus
- Added 2,681 electronic books and several new 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 – Assess and review information competency skills of students (2009 strategic plan)*

- Develop, test and implement assessment tools that measure Information Competency SLOs as a result of library instruction
- Collaborate with faculty to establish a baseline of students’ information competency skills in upper and lower level courses (e.g. 100 vs. 200 level)
- Collaborate with faculty and campus committees to incorporate information competency SLOs into the general education curriculum (WASC Standards, section II.A.3)
- Collaborate with academic departments to pilot learning communities that strengthen and assess students’ information competency skills

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 to better serve students
- 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
- Upgrade AV equipment in a number of classrooms
- Purchase AV supplies at an adequate level to properly maintain classroom equipment

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FEEDBACK & SUGGESTIONS TO INSTITUTIONAL REVIEW COMMITTEE FOR NEXT REVIEW: