# Library and Learning Resources
# Technology Plan 2007-2012
### Approved by Student Affairs December 5, 2007

## Background
Within the college's organizational structure Learning Resources encompass the Library and the Learning Center. The Learning Center provides writing assistance, tutoring in a variety of subjects and a computer assisted instruction (CAI) lab. In reality learning resources are not limited to these, but include a number of centers and labs across campus and at the Garfield Campus that provide specialized learning resources and assistance. The goal of all these components is to support the College curriculum by providing services and materials to assist instruction and enhance student success.

## Library
The Library is physically housed on the 3$^{rd}$ and 4$^{th}$ floors of the Library Building on the main campus. It maintains a collection of print, non-print, and electronic resources to meet the information demands of the college. It also provides online access to approximately 40 electronic databases as well as electronic books which support the curriculum. These are available on all networked computers throughout the campus and remotely to registered students and staff. The Library houses 43 student computers, a 27 station instruction lab, 3 circulating laptops, and provides wireless access for students who bring their own. With the elevation of the Garfield campus to center status, it will be necessary to provide students there with access to library materials and learning resources. The library also provides an active information competency program composed of credit classes, non-credit workshops, in class orientations, faculty/staff development and infusions.

## Learning Center
The Learning Center provides tutorial services to students enrolled in math, English, and a variety of other subjects. It provides space for students who wish to study either alone or in groups. The Lab also includes a 38 workstation Computer Aided Instruction (CAI) lab. These computers are primarily used for instructional programs; however, the room can be used as level 3 classroom by using a student computer as a teacher's station. It does have a projection unit and screen.

## Independent Learning Resources
On the main campus the Student Services labs consist of the Career Center, Center for Students with Disabilities/High-Tech Center, and Transfer Center. There are two general purpose labs: San Gabriel and San Rafael. Division and Discipline labs include ones for English, Languages (Credit ESL and Language Arts), the Math Center, Media Arts/Animation/CAD/CAM, Music, and the Physical Science Center and Lab. The Developmental Skills Lab and the Non-Credit ESL lab are housed on the Garfield campus.

## Rationale
The Educational Master Plans for the Library, Library Science, and Learning Center programs delineate the activities, services, resources and needs of each, many of which

are addressed in the section below. These programs must be able to continue at least at the current level. In addition, the future plan addresses some particular needs that are inhibiting the programs from meeting the current needs of students. The Library's active information competency program is limited by lack of classroom space in its ability to serve all the students in need of information competency skills and to meet the Strategic Master Plan core competency goal 1: information competency. The curriculum requires a lab classroom. Currently only a 27 seat room is available, thus limiting instruction in general and paired classes to English and ESL. In order to meet ADA standards, the Learning Center has had to decrease seating capacity. Sufficient space to maintain the past level of service is critical. In addition, the Learning Center is developing new services to more effectively assist students and needs lab classroom space in which to hold mini workshops on grammar and other basic skills. Both programs continue to be limited in their ability to meet the needs of a growing student population by lack of staff. The items listed in the future plan should be addressed within the broader scope of college planning and budgeting, as new buildings come on line, and as additional faculty and staff positions are funded.

**<u>Future Plan</u>**
In alignment with the College Master Plan, Educational Plan, Facilities Master Plan and Technology Plan and to meet the needs of increasingly under prepared students as well as increasing dependence on technology to provide both access to information and services, Library and Learning Resources will need to:

- Maintain an automated library system with broad functionality at all campus sites.
- Maintain and improve on and off campus web access to Library and Learning Resources materials and services including Section 508 compliant Library and Learning Center web sites.
- Maintain a collection of library materials both in print and accessible online.
- Provide services at physical campus sites including but not limited to: reference, information competency (IC) instruction, tutoring, and computer assisted instruction.
- Provide additional and expanded space for tutoring as well as information competency instruction on both the main and Garfield campuses.
  - o Double the space in the Learning Center to provide quiet areas for study as well as dedicated areas for tutoring, group study and instructional workshops.
  - o Provide an additional large (40 seat) classroom for information competency instruction on the main campus to allow instruction and IC infusion to large seat load classes.
  - o Identify and make available space on the Garfield Campus to provide a library collection and services, tutoring and information competency instruction.
  - o Develop curriculum to provide technology enhanced and enabled IC instruction (online and hybrid formats).
- Technology must be acquired, maintained and upgraded in all Learning Resources facilities.
  - o Increase the number of computers as enrollment increases.

- o Include Learning Resources in the ITS purchase/cascade system to maintain currency of hardware for students, faculty and staff.
  - o Exploit and expand wireless technology to the Learning Center and other tutorial areas.
  - o Provide laptops with wireless access to facilitate instruction in the large classroom space needed to extend IC instruction to large groups.
  - o Investigate and acquire additional instructional software as appropriate for learning assistance.
  - o Acquire Authority Files for the online public access catalog.
  - o Acquire improved data collection software to allow precise and accurate information on student use of Learning Center services. (SARS-TRAK).
  - o Provide student orientations to Library and Learning Resources services to allow them to make better use of LLR assistance and facilities. An online orientation could provide this information effectively.
- Additional personnel will be needed to not only maintain the current level of service but to extend services to students at Garfield.
  - o Additional Librarian and Library Technician for the Garfield Campus.
  - o Additional Librarian for online/hybrid information competency instruction.
  - o Technical Services Manager
  - o Full level of staffing for the Learning Center (fill vacant Sr. Instructional Lab Tech position)
  - o Fund additional tutors, including graduate or professional level tutors.

- To most effectively assist basic skills and other students, a means of communication and coordination should be established among Learning Resources and the general, and Division/Discipline labs. To that end a Learning Resources Council or Advisory Committee (non-governance) should be created to address shared concerns.

# Library and Learning Resources Plan Time Line
## 2007-2012

| Plan | Action | Date/ Frequency |
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| • Maintain an automated library system with broad functionality at all campus sites. | • Fund Ex Libris Voyager maintenance contract | • Annual |
| | • Upgrade to new Ex Libris Voyager versions as released | • 7/2007 upgrade to 6.5<br>6/2009 to 7.0 or greater<br>Continuing as upgrades/ releases become available |
| | • Request IELM funds to upgrade server Voyager server | • 2007 |
| | • Purchase and install Voyager server | • 2007 |
| • Maintain and improve on and off campus web access to Library and Learning Resources materials and services including Section 508 compliant Library and Learning Center web sites. | • Review web site for currency and make necessary changes | • Weekly to annually depending on content |
| | • Request IELM funds to upgrade PassKey server | • 2007 |
| | • Purchase and install Passkey server | • 2007 |
| • Maintain a collection of library materials both in print and accessible online. | • Select and deselect print and online materials | • Ongoing |
| | • Lobby for secure funding (general fund) for library materials | • Request 01 funds for materials in budget augmentation cycle |
| | • Coordinate with ITS to keep library website available and accessible | • Ongoing |
| • Provide services at physical campus sites including but not limited to: reference, information competency (IC) instruction, tutoring, and computer assisted | • Increase services and materials available at the Garfield Center | • As grant funding makes possible |
| | • Request additional Basic Skills funds | • Annually |

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| instruction. | for Garfield Center library<br>• Coordinate with Garfield staff in planning for library expansion | • 2008 ongoing |
| • Provide additional and expanded space for tutoring as well as information competency instruction on both the main and Garfield campuses. | Services/Lab Bldg. | • 2008 |
| ⮭ Double the space in the Learning Center to provide quiet areas for study as well as dedicated areas for tutoring, group study and instructional workshops. | • Develop Learning Center remodel plan<br>• Implement remodel as secondary effect of Student Services/Lab Bldg. | • 2007<br>• 2010 |
| ⮭ Provide an additional large (40 seat) classroom for information competency instruction on the main campus to allow instruction and IC infusion to large seat load classes. | • Request additional classroom space as secondary effect of Student | • 2008 |
| ⮭ Identify and make available space on the Garfield Campus to provide a library collection and services, tutoring and information competency instruction. | • Coordinate with Garfield staff during expansion | • 2008-2010 |
| ⮭ Develop curriculum to provide technology enhanced and enabled IC instruction (online and hybrid formats). | • Begin to develop hybrid and online components for Library 191<br>• Begin to revise and teach Library 101<br>• Create for-credit library workshop series and implement | • 2007-2008<br><br>• 2007-2010<br>• 2009-2011 |
| • Technology must be acquired, maintained and upgraded in all Learning Resources facilities | | |
| ⮭ Increase the number of computers as enrollment increases | • Request additional funding from IELM, ASGCC, Basic Skills<br>• Purchase 5 laptops to circulate to students with IELM funds | • 2007 & ongoing<br><br>• 2007 |

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| ⚐ Include Learning Resources in the ITS purchase/cascade system to maintain currency of hardware for students, faculty and staff | • Develop a computer cascade plan for Library and Learning Center<br>• Request IELM and Basic Skills funding for new student computers<br>• Purchase computers<br>•Implement cascade plan | • 2007 ongoing<br><br>• 2007<br><br>•2008<br>• Ongoing as computers become outdated |
| ⚐ Exploit and expand wireless technology to the Learning Center and other tutorial areas | • Investigate the use of wireless computers for tutoring | • 2010 |
| ⚐ Provide laptops with wireless access to facilitate instruction in the large classroom space needed to extend IC instruction to large groups | • Request EILM funding<br>• Request Basis Skills funding | • 2006-2007<br>• 2007-2008 |
| ⚐ Investigate and acquire additional instructional software as appropriate for learning assistance | • Request Basic Skills Funding | • 2007-2008 |
| ⚐ Acquire Authority Files for the online public access catalog | • Request EILM funding<br>• Purchase and upload records | • 2007<br>• 2008 |
| ⚐Acquire improved data collection software to allow precise and accurate information on student use of Learning Center services. (SARS-TRAK) | • Coordinate with ITS and SARS vendor to install software<br>• Implement SARS-TRAK for student tracking in the Learning Center | • 2007-2008<br><br>• 2008 |
| ⚐Provide student orientations to Library and Learning Resources services to allow them to make better use of LLR assistance and facilities. An online orientation could provide this information effectively | • Develop beginning student library/IC orientation<br>• Implement pilot beginning student IC workshop/orientation<br>• Provide class orientations to Learning Center and CAI software<br>• Develop student contract for students new to the Learning Center<br>• Explore feasibility of developing an online orientation to learning resources | • 2008<br><br>• 2009<br><br>• Ongoing<br><br>• 2007<br><br>• 2010 |

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| • Additional personnel will be needed to not only maintain the current level of service but to extend services to students at Garfield. | | |
| ⮥ Additional Librarian and Library Technician for the Garfield Campus. | • Request positions | • 2010-2012 |
| ⮥ Additional Librarian for online/hybrid information competency instruction | • 2010 | • 2007 annually until funded |
| ⮥ Technical Services Manager | • Develop position, present reorganization plan, and fill position | • 2008 |
| ⮥ Full level of staffing for the Learning Center (fill vacant Sr. Instructional Lab Tech position) | • Request funding to fill position | • 2007 annually until funded |
| ⮥ Fund additional tutors, including graduate or professional level tutors. | • Request funding | • 2010 |
| • Investigate forming a Learning Resources Council or Advisory Committee | • Consult with lab coordinators, Division Chairs, other parties | • 2009 |