

**ANNUAL PLAN****DEPARTMENT:** Library & Information Studies**DIVISION:** Institutional Effectiveness, Library & Learning Support Services**ACADEMIC YEAR:** 2020-2021**Department's Vision:**

The vision of the Santiago Canyon College Library is to provide an unrestricted gateway to sources of knowledge throughout the world; to instill a love of books and ideas and an appreciation of the rich history of human thought.

**Department's Mission:**

The mission of the Santiago Canyon College Library is to make available a variety of information resources and services in support of the instructional and service goals of the College. The library strives to stimulate the use of library resources for intellectual and personal development of the students, faculty, the staff of SCC, and the community.

<b>GOALS/TASKS/ACTIVITIES</b>	<b>WHO'S RESPONSIBLE</b>	<b>ESTIMATED TIMELINE/COMPLETION</b>	<b>RESOURCES NEEDED</b>	<b>PROGRESS</b>
<b>Extend library hours, services, and instruction</b>				
1. Restore and fund a full-time Library Technician. The addition of a full-time Library Technician gives the Library the ability to extend hours (evenings or open Fridays).	voelcker_aaron, wong_lana	Fall 2019	\$65,059 Total position cost	In Progress
2. Hire a Librarian to replace a vacancy created by a retirement in 2010.	All Members	Spring 2020	\$123,600 Total position cost; Faculty Hiring Request/Academic Senate support	In Progress
3. Restore and fund a full-time Library System Specialist. The Library System Specialist will support the technology needs of the Library and offer technical assistance to students.	voelcker_aaron, wong_lana	Fall 2019	\$78,222 Total position cost	In Progress
4. Establish a budget line item and secure funding for adjunct librarians.	daugherty_seth, voelcker_aaron	Fall 2019	Funding for 15 hours a week of adjunct librarian support.	In Progress

5. Hire a Librarian to replace a vacancy created by a death in March 2019.	All Members	Spring 2020	\$123,600 Total position cost; Faculty Hiring Request/Academic Senate support	In Progress
<b>Provide access to Library materials in print and electronic formats</b>				
1. Augment the library budget to cover database maintenance.	voelcker_aaron, wong_lana	Fall 2019	\$3,000	In Progress
2. Augment the existing database budget.	voelcker_aaron, wong_lana	Fall 2019	\$15,000	In Progress
3. Augment the library materials budget to create a consistent source of funding for reserve textbooks.	wong_lana	Spring 2020	\$7,000; Funding received for 2019-2020 is for 1 year; Library materials fund not augmented on a on-going basis	In Progress
<b>Integrate technology into library instructional and student services</b>				
1. Mediate some or all of the study rooms.	All Members	Fall 2019	N/A	In Progress
2. Identify additional equipment/software required by students.	All Members	Fall 2019	Unknown.	In Progress
3. Implement the new printing system to support printing from students' wireless devices.	All Members	Fall 2019	Monthly lease with Minolta	In Progress
<b>Improve the library facility</b>				
1. Change the Information Desk sign from INFORMATION to REFERENCE.	voelcker_aaron, wong_lana	Fall 2019	Auxiliary/Library Foundation funding. Contact Arlene to get an estimate.	In Progress
2. Install dimmer for L-219 perimeter lights.	wong_lana	Fall 2018	Assistance from facilities.	In Progress

3. Install water bottle filling stations on the first and second floors of the Library.	wong_lana	Fall 2018	Sustainability funding	In Progress
4. Assess the functionality of library furniture.	daugherty_seth@sccollege.edu, ho_alice, martin_linda, sproat_barbara, wong_lana	Fall 2019	SurveyMonkey	In Progress
5. Clean the upholstery of library chairs.	wong_lana	Fall 2019	Maintenance	In Progress
6. Reconfigure 2nd floor furniture.	wong_lana	Fall 2019	Reconfigure with existing furniture.	In Progress
7. Purchase a second phone locker.	wong_lana	Fall 2019	Funding from ASG or Friends of the Library.	In Progress
<b>Assess, analyze, and implement recommendations to improve instructional services</b>				
1. Conduct an online reference assessment.	All Members	Spring 2020	N/A	In Progress
2. Develop online workshops as alternatives to the in-person Library EXPRESS workshops.	All Members	Spring 2019	N/A	In Progress
3. Explore the expansion of online reference services.	All Members	2019-2020	N/A	In Progress
<b>Assess and refine the credit instructional plan</b>				
1. Create an Honors section of the Library 100 course.	martin_linda	Fall 2019	N/A	In Progress
2. Expand the number of courses paired with LIBI100 through learning communities.	All Members	Spring 2019	N/A	In Progress
<b>Assess, analyze, and implement recommendations to improve library services</b>				
<b>Implement the collection development plan</b>				
1. Establish acquisition priorities.	All Members	Fall 2019	N/A	In Progress
2. Review annual periodical renewals.	All Members	Spring 2020	N/A	In Progress

3. Review database subscriptions.	All Members	2019-2020	N/A	In Progress
4. Review standing orders.	All Members	Fall 2019	N/A	In Progress
5. Review weeding objectives.	All Members	Spring 2020	N/A	In Progress
6. Explore external funding for reserve textbooks.	All Members	2019-2020	N/A	In Progress
<b>Promote and conduct community outreach development</b>				
1. Promote library credit courses.	martin_linda	2020-2021	N/A	In Progress
2. Promote library sponsored events.	All Members	2020-2021	N/A	In Progress
3. Re-write the SCC Friends of the Library brochure.	All Members	2020-2021	N/A	In Progress
4. Participate in Family Night.	All Members	2020-2021	N/A	In Progress
5. Participate in Science Night.	All Members	Spring 2020	Coordination with the Friends of the Library.	In Progress
6. Develop library liaison activities.	All Members	Spring 2020	N/A	In Progress
<b>Expand professional and paraprofessional knowledge and expertise</b>				
1. Participate in professional and paraprofessional activities.	All Members	2020-2021	\$3,000	In Progress
2. Participate in staff development activities.	All Members	2020-2021	N/A	In Progress
3. Allocate funds for the eLuna conference to stay current with LSP developments and changes	ho_alice	2020-2021	\$3,000	In Progress