Library Services Checklist for WASC Recommendation #5
Prepared by John Erdmann, Faculty Librarian
March 8th, 2012

1. Circulation

☐ Book Drop: A secure book drop is needed in the lobby area outside of the IVC Library.
   
   **Status:** We have priced at $2699.00 and a work order has been prepared, pending funding.
   
   **Target completion date:** May 2012, pending funding.

☐ Intra-library Loan: Implement procedures for requesting and transporting items between KTD and IVC.

   **Status:** The existing intra-library loan procedures are being reviewed and updated by library staff and are due to the director and librarians on March 19, 2012. After review and approval, the necessary adjustments to the library web page, including instructions and forms for students and other users, will be made by April 1. Training, along with a training manual, will be implemented for all LRC staff during the scheduled meeting on April 5, 2012. Following training, the manual will also be disseminated to key personnel at IVC and to this group.

   **Target completion date:** April 6, 2012.

2. Staffing

☐ A dedicated staff member to fulfill the circulation duties associated with a college library.

   **Status:** The 2009 Library program review recommended that 1.5 FTE CSEA positions be allocated for the IVC library. Since those positions had not yet been funded, the IVC library was covered in fall 2011 by existing staff, severely straining resources. That coverage has been extended to this semester at 30 hours, based on student use studies over three semesters. In January 2012 the library director made a recommendation to HR that was approved by VPSL to move an existing unfilled 1.0 FTE CSEA position to the library at IVC. A job description has been drafted. It has been requested that this position be approved at the Labor Management Council in late March 2012, whereupon this position will move forward to be advertised and hired as soon as possible.

   **Target completion date:** May 2012.

☐ A part-time or student worker to provide breaks, phone reception, and page duties.

   **Status:** We are recommending in 2012 program review that the IVC library also be assigned a 15-hour weekly nonstudent worker during the 41 weeks of instruction per year. This position will stabilize staffing.

   **Target completion date:** June 2012.

☐ A fourth librarian to support the library’s mission at KTD and IVC.

   **Status:** Recommended in 2012 program review.

   **Target completion date:** Unknown, pending funding.

3. Service Hours
☐ Hours extended until 6:00 pm one night a week.

   Status: Job descriptions for all recommended IVC staffing include both day and evening hours.  
   Target completion date: pending funding and hires.

☐ Open Monday through Friday.

   Status: Please see above  
   Target completion date: Depending on staffing, by June 2012.

4. Reference

☑ Faculty librarian staffed at the Indian Valley Campus.

☑ Reference services and office hours posted for the Reference Librarian.

☐ Reference Desk installed and ready for staffing at IVC.

   Status: A cost estimate has been requested of the Maintenance Supervisor and will be reported  
   to this group by our March 21 meeting.  
   Target completion date: Pending funding, by June 2012

5. Materials

☐ Budget of $5,000 to develop the collection at IVC for Fall 2012.

   Status: Request will be included in Program Review.  
   Target completion date: To begin in May 2012, pending funding.

☐ The books stored in boxes in the Kentfield Library either added to the new IVC collection or  
   withdrawn and discarded.

   Status: John Erdmann is submitting I,R, and D grant to complete this task by October, 2012.  
   Target completion date: October, 2012 if grant is approved.

6. Signage

☐ Signage that clearly and professionally identifies the Indian Valley Campus Library and the services  
   offered therein.

   Status: The Maintenance Supervisor has been contacted and a work order has been drafted.  A 
   cost estimate will be presented to this group by our March 28 meeting and will be included in 
   program review.  
   Target completion date: To be determined, but at least college-designed signage will be in place  
   by May, 201.

☐ All references to the Media Center have been removed.
Status: included within drafted work order for signage (see above).
Target completion date: To be determined.

☐ All references to a library in Building 17 have been removed.

Status: included within drafted work order for signage (see above).
Target completion date: To be determined.

☐ All campus maps now reflect the presence of a library in Building 27.

Status: included within drafted work order for signage (see above).
Target completion date: To be determined.

7. Web Presence

☑ The hours and contact information for the IVC Library updated on the COM Library web page.

☐ All other relevant web pages need to reflect the existence of the IVC Library and keep the information up to date.

Status: Library Technical Specialist and Library Technical Assistant have been assigned to review in detail. Some changes have already been made.
Target completion date: March 21, 2012.

8. Resource Sharing

☐ Marinet Consortium

Status: Librarians have researched and advocated this step. Marinet Executive Committee has been contacted and has requested data to calculate costs. Library Technical Specialist and Library Technical Assistant have been assigned to gather data and librarian is compiling and responding for program review by March 20.
Target completion date: To be determined.