

Unit Profile	Mission Statement
<p>Library Department teaches information literacy skills to students via group instruction and individual reference consultations and provides a collection of retrievable academic information selected to support the success of the LMC community. The department is responsible for the acquisition, organization, maintenance and access of the library collections. Open to students and the public alike, the Library houses books, periodicals and media along with computers for accessing electronic collections and general use. The Library department strives to maintain an inviting atmosphere conducive to learning and scholarship. Student workers are recognized as a vital part of the department, supported in their educational goals and provided with mentoring and job skills.</p>	<p>The LMC Library strives to impact the success of all LMC students by teaching information literacy skills and offering the guidance and encouragement to support students in their quest towards graduation or transfer as well as providing the entire LMC community with access to a place and information resources designed to support academic inquiry.</p>

**Objectives Section I:**

#	Objective Title	Objective Description	Rationale	Activities
1	Curriculum Development	By the end of Spring 2015, the Library will have developed curriculum that supports the instruction of information competencies for all students pursuing a degree or certificate and be prepared to implement the new curriculum within existing budgetary limits.	Library Studies curriculum was previously created and developed as three stand alone one unit courses. The offering of those courses has been limited by staffing and budget constraints while the need for information competency instruction has increased. All students need to be skilled in the areas of information search, retrieval and use but it is unrealistic to expect every student at LMC be able to take a library for credit course. The Library team needs to find new and unconventional ways to delivery information competency instruction.	<ul style="list-style-type: none"> <li>- map existing library instruction efforts to illustrate areas where information competency instruction is already in place.</li> <li>- review the content of the three Library Studies courses to determine if a stand alone course is warranted, what the content would be, and how many units can realistically be offered and supported by existing staffing levels.</li> <li>- collaborate with existing ACS, Counseling, and Learning Skills courses and existing learning communities (Umoja, Puente, etc.) to identify areas of overlap or shared learning outcomes.</li> </ul> <p>Spring 2013: curriculum review of existing for credit Library Studies courses. Course outlines will be updated or inactivated.</p>

Fall2012/Spring 2013: map of library instruction efforts

Fall 2014: begin collaboration with other departments and learning communities to integrate information competency learning outcomes.

2 Improved Reference Desk Coverage

By Fall 2015, provide uninterrupted reference service at the Library Reference Desk during all operating hours.

Beginning Spring the Library is required to extend its hours of operation to accommodate the use of the Library computer classrooms by non-library courses. There was not a corresponding increase to the adjunct librarian budget leaving the reference desk un-staffed for 13 hours a week. Currently the Library is open 58 hours per week, but is only able to offer 45 hours of reference desk service due to a limited budget for adjunct librarians and the non-desk responsibilities of the three full time library faculty. Additionally, research consultations and library instruction sessions are more time intensive activities and further reduce the library's ability to offer drop in reference services. We are currently the only library in the district without a reference librarian present during all open hours.

- Spring 2013, submit RAP proposal for additional funding to increase the reference desk coverage in the evenings.

- Spring 2014, submit RAP proposal for additional funding to increase the reference desk coverage and the create a pool of adjunct librarians available to do library instructions sessions.

3 Library student workers

During Spring 2013 and Fall 2013 the Library will work with the college employment center to create student employment requirements that reflect our commitment to student success, graduation and transfer.

The Library is dedicated to hiring LMC student workers in order to provide them with a working environment that directly supports their educational goals and offers them the opportunity to develop valuable and transferable skills. We would like all of our student workers to be held to a higher standard than the minimum that is currently required and would like to work with the employment center to add additional requirements such as a higher minimum GPA or having an educational

- review existing student worker eligibility requirements and meet with the employment center to discuss the possibility of new minimum requirement for the Library.

- draft possible new employment guidelines or best practices that can be used when recruiting, interviewing, and hiring.

**2011-12**

**LMC Program Review (Library/Learning Resources)**

**Objectives Section I:**

#	Objective Title	Objective Description	Rationale	Activities
1	Part time librarian hours	Assess the need for additional part time librarian hours to assist with coverage at the Reference Desk.	As library services are becoming more well known, the demand for research consultations and in person librarian assistance is increasing. This has put a large demand on a faculty team that is already working to capacity, but does not want to lessen service to students.	Examination of reference desk statistics to determine when the additional hours would be needed and how many would be needed to 1) maintain the current level of service and 2) possible increase our level of service.
2	Library Studies course offerings	Offer Introduction to Internet Information Resources (LIBST 17) and Internet Information Resources - Advanced Search Techniques and Strategies (LIBST 18) beginning Fall 2012.	Library Studies 17 and 18 were rewritten in 2008, but have not yet been offered due to budget and staffing shortages. There is an increased need for online search skills in higher education and for career advancement, these courses would meet that need.	The course outlines for each course should be reviewed for possible update and resubmitted to the Curriculum Committee if needed. Scheduling with existing library faculty would need to be explored.
3	Library Systems evaluation	Work with other district libraries to examine the current pricing, structure and functionality of our shared integrated library system (ILS).	The three district libraries share one ILS, but the collaboration and communication between campuses has been a challenge. The three libraries have recently begun working on ILS issues that impact all three campuses, most notably the online catalog redesign being led by Kim Wentworth, but additional issues need to be addressed. Additionally, there has been some talk of a statewide shared catalog and the LMC library team wants to ensure college participation in these discussions.	<ul style="list-style-type: none"> <li>- Implement catalog redesign and coordinate staff training, if needed.</li> <li>- Investigate current contract with our ILS provider and identify areas of savings for LMC.</li> </ul>