

# LIBRARY PRAC PRESENTATION

April 22, 2022

Sarah Frye, Library Department Chair/Coordinator

## GUIDING PRINCIPLES

Equity and excellence cannot be divided.

--Ernest L. Boyer

### PRAC Guiding Principles

- All recommendations must be *student centric*, meaning that they should not only impact the [most] number of students possible, but also consider how we can better help as many students as possible reach their educational goals, whether by changing what we do or how we do it.
- All recommendations must be *equity-minded*, meaning that they should call attention to patterns of inequity in student outcomes by critically reassessing our practices, policies, and structures and recognizing stereotypes that harm student success.
- All recommendations must be *anti-racist*, meaning that they should produce or sustain racial equity in educational outcomes.
- All recommendations must focus on *protecting and improving teaching and learning* by illustrating efforts to employ cogent best practices and innovation.
- All recommendations must acknowledge that as a community college we are *responsive to our diverse community*, but cannot be all things to all people all the time so we must find creative ways to stay true to our mission.

## LIBRARY OVERVIEW

People don't realize how a man's whole life can  
be changed by one book.

--Malcolm X

## Library Mission

The library system at College of Marin is a user-centered organization focused on student achievement and patron satisfaction. Our mission is to serve not only our diverse learning community located on the Kentfield and Indian Valley campuses, but also our Distance Education students, who access library resources remotely via the Internet, and the Marin community at large. **The library supports the instructional and curricular needs of all students, faculty, and staff.** The faculty librarians at College of Marin value information literacy as fundamental to higher education.

## LIBRARY OVERVIEW: PERSONNEL

- Administrator: Lauren Servais
- Administrative Assistant: Eileen Acker
- 3 Units Department Chair: Sarah Frye
- 4.5 Units Coordinator: Sarah Frye
- 3.0 FTE Full Time Faculty
- 13.08 Part Time/Overload Units
- 5.0 FTE Full Time Staff
- 4 Federal Work Study Students

# LIBRARY OVERVIEW: INSTRUCTION / STUDENT SERVICES

## KENTFIELD CAMPUS

### Academic Year 2020-21

- Building remained closed Fall/Spring
- 75 Instruction sessions on Zoom
- 53 Reference hours per week via email, phone, and Zoom
- 58,685 Books
- 3,915 Curbside checkouts:
  - 349 General Collection
  - 3,566 LTP/Reserves/Technology
  - ~73 Scanned Course Reserves
- Reopened for visitors in June 2021

## INDIAN VALLEY CAMPUS

### Academic Year 2020-2021

- Building remained closed Fall/Spring
- 22 reference hours per week via email, phone, and Zoom
- 9,700 books
- 30 Curbside checkouts
  - 26 General Collection
  - 4 LTP/Reserves/Technology
- Reopened for visitors in June 2021

# RECENT ACCOMPLISHMENTS

Thanks,  
PRAC!



## Collection Revitalization

- Significant weeding project 2018-2020
- Better able to conduct routine collection development (weeding and purchasing) to ensure physical resources are student-centric, equity-minded, focused on improving teaching and learning, and meeting current curricular needs.

## Maintained Core Functions During Remote Learning

- Provided information literacy instruction, processing and circulation of materials, and events from March 17, 2020 – February 4, 2022
- Re-opened with reduced hours during Summer and Fall 2021
- Re-opened with pre-pandemic hours February 7, 2022
- Sustaining remote services to support hybrid and DE courses!

## Transitioned Technology Lending from SAA to Library

- Response to crucial need for vulnerable students
- Lending information available in English and Spanish
- If re-enrolling, students keep devices between semesters
- 747 Requests submitted since January 2022 (NOTE: Not all students who requested a device picked them up):
  - **562 Laptops:** 387 currently checked out (151 during spring 2022)
  - **300 hotspots:** 195 currently checked out (63 during spring 2022)

## Expanded Online Resources

- Added ProQuest Ethnic Newswatch, NewsBank, Black Life in America, Digital Theatre+, Kanopy, and Chronicle of Higher Education
- Implemented Library Tutorial: Finding Information in Canvas to support remote learners and prepare students for information literacy sessions with librarians. Students earn Badge for proof of completion.

## RECENT ACCOMPLISHMENTS

Once you learn to read, you will be forever free.

--Frederick Douglass

### Completion of RFID Project

- During fall 2021, Radio Frequency Identification (RFID) tags were placed on all library materials at KTD and IVC
- RFID improves collection management by providing better access, utilization, and reporting of collections. This also keeps COM in step with all other libraries in the MARINet consortium

### OER Librarians

- Thanks, PRAC, for providing funding!
- OER Librarians selected by UDWC in April 2022
- OER Librarians will partner with Zero Textbook Cost (ZTC) Program and faculty and staff across campus to facilitate increased implementation of OER materials April 2022 – June 2024
- Focus on equity-mindedness and courses with significant barriers related to textbook access

### COMmon Read 2021-22

- Purchased 800 books in English and Spanish
- Promotes literacy and celebrates Isabel Allende, Spanish and Latinx cultures, feminism, democracy, & bilingual, immigrant, and refugee families!
- **Isabel Allende is coming to COM!**
  - Isabel Allende Lecture & The Stories of Eva Luna Performance by Com Drama Department
  - May 12, 2022 at 6:30pm in James Dunn Theatre
  - Event is free, no registration required

## RECENT ACCOMPLISHMENTS

Once you learn to read, you will be forever free.

--Frederick Douglass

### Revitalization at the IVC Library

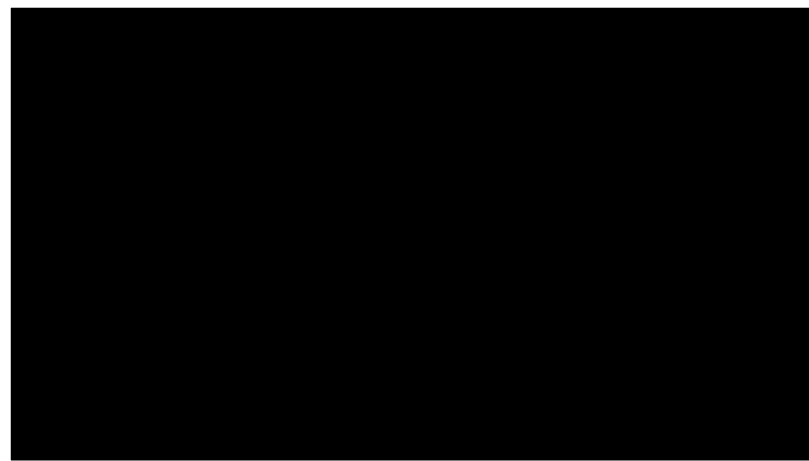
- Many items deselected during the KTD weeding project found a new home at IVC, including books, periodicals, and media
- The Kentfield Library's Barcelona couches & chairs, Herman Miller coffee tables, and a retro ball chair provide more welcoming atmosphere
- Established Technical Services Office to facilitate on-site processing of materials
- Current Art Exhibits:
  - Jacob Lawrence Exhibit: Celebrates the life and art of the 20<sup>th</sup> century's most celebrated Black American artist, Jacob Lawrence.
  - Tom Killion Exhibit: Celebrates local Marin County artist, Tom Killion.
  - Visions of Visionaries Exhibit: Showcases artwork of William Blake, Carl Jung, and the recently discovered talent of Hilda af Klint.



# TEMPORARY HOUSING 2020-2025



Video!  
→



## FIVE YEAR VISION



- Continue core functions with focus on equity and access during temporary housing in Fusselman
  - Continue Technology Lending program
  - Develop additional Information Literacy Tutorials in Canvas
  - Provide support for expansion of OER initiatives on campus
- Permanently Establish COMmon Read Program
  - Imagine campus-wide learning around titles/themes such as:
    - Race - *The 1619 Project* by Nikole Hannah-Jones
    - Climate Change -
    - Accessibility – *Beautiful People* by Melissa Blake
    - LGBTIQ -
- New LRC: If you build it, they will come!
  - Ensure adequate staffing for expanded hours
  - Continue Technology Lending program
  - Develop IT Help Desk within Library
  - Establish sufficient quiet/group study areas
  - Continue offering culturally relevant events
  - Revitalize INFO credit courses
  - Maintain physical and digital collections to meet curricular needs of our learning community and ensure equitable access.
  - Establish Library as heart of campus and steward of LRC ♡

## BUDGET OVERVIEW

Libraries will get you through times  
of no money better than money will  
get you through times of no  
libraries.

--Anne Herbert

# BUDGET OVERVIEW: PERSONNEL

Description	Funding Source	2021-22 Adopted	Budget Transfers	2021-22 Adjusted
Permanent – Academic Salaries	General Fund	\$342,580.00	-	\$342,580.00
Permanent – Classified Salaries	General Fund	\$370,926.00	-	\$370,926.00
Benefits	General Fund	\$312,957.00	-	\$312,957.00
Total Non-Discretionary		\$1,026,463.00		\$1,026,463.00
Description	Funding Source	2021-22 Adopted	Budget Transfers	2021-22 Adjusted
PT Faculty - Units	General Fund	-	-	\$49,229.00
PT Faculty – Summer Overload	General Fund	-	-	\$5,364.00
PT Faculty - Substitute	General Fund	-	-	\$2,220.00
PT Faculty - Overload	General Fund	-	-	\$14,547.33
PT Classified Salary (non-student)	General Fund	-	-	\$648.00
FT Classified Salary Overtime	General Fund	-	-	\$403.26
PT NonInstruct Cert Sal – OER Librarian	Equity Initiative Fund (12664)	\$20,000.00	-	\$20,000.00
Total Discretionary (Personnel)				\$92,411.59

# BUDGET OVERVIEW: DISCRETIONARY (OTHER)

Description	Funding Source	2021-22 Adopted	Budget Transfers	2021-22 Adjusted
Other Supplies (45000)	General Fund	\$5,000.00	-	\$5,000.00
Dues and Memberships (53000)	General Fund	\$150.00	-	\$150.00
Other Contract Services – MARINet (56700)	General Fund	\$54,672.00	-	\$54,672.00
Library Books (63000)	General Fund	\$37,000.00	-	\$37,000.00
Library Periodicals (63010)	General Fund	\$6,000.00	-	\$6,000.00
Library Books – Electronic/Databases (63020)	General Fund	\$66,700.00	-	\$66,700.00
Furniture, Fixtures, Equipment (64000)	General Fund	-	\$4,000.00	\$4,000.00
Library Books (63000)	Equity Initiative Fund (16664)	\$35,000.00	-	\$35,000.00
<b>Total Discretionary (Other)</b>		<b>\$204,522.00</b>		<b>\$208,522.00</b>

## BUDGET REQUESTS

A library is not a luxury but one of the necessities of life.

--Henry Ward Beecher

*Thank you, PRAC, for funding received AY 2021-22!*

### ■ 2022-23

- Library Technician III (1.0 FTE)
- COMmon Read Coordinator (2 units in spring 2023)
- [The Library supports SAA Technology Funding Request \(\\$150,000\)](#)
- IVC Technical Services Office Furniture (\$3,859.34)

### ■ 2023-24

- COMmon Read Coordinator (4 units: 2 in fall, 2 in spring)
- COMmon Read Books (\$10,000)

### ■ 2024-25

- COMmon Read Coordinator (2 units in spring 2025)
- Additional evening/weekend hours for:
  - Library Tech II (10-15 hours/week)
  - Adjunct Librarians (8.09-10.22 units)\*
- DEI/OER Librarian (1.0 FTE)\*
- Library Director (1.0 FTE)
- Re-subscribe to LibCal (\$1,000)
- Re-subscribe to print periodicals (\$1,500)

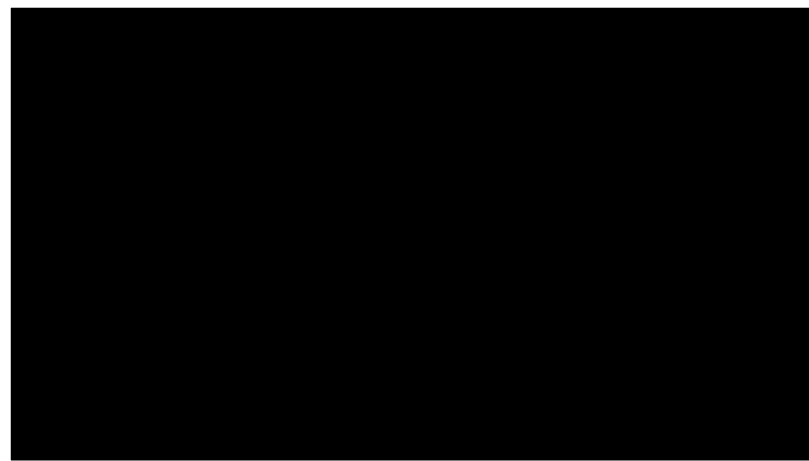
☺ New LRC Opens Fall 2025! ☺



# TEMPORARY HOUSING 2020-2025

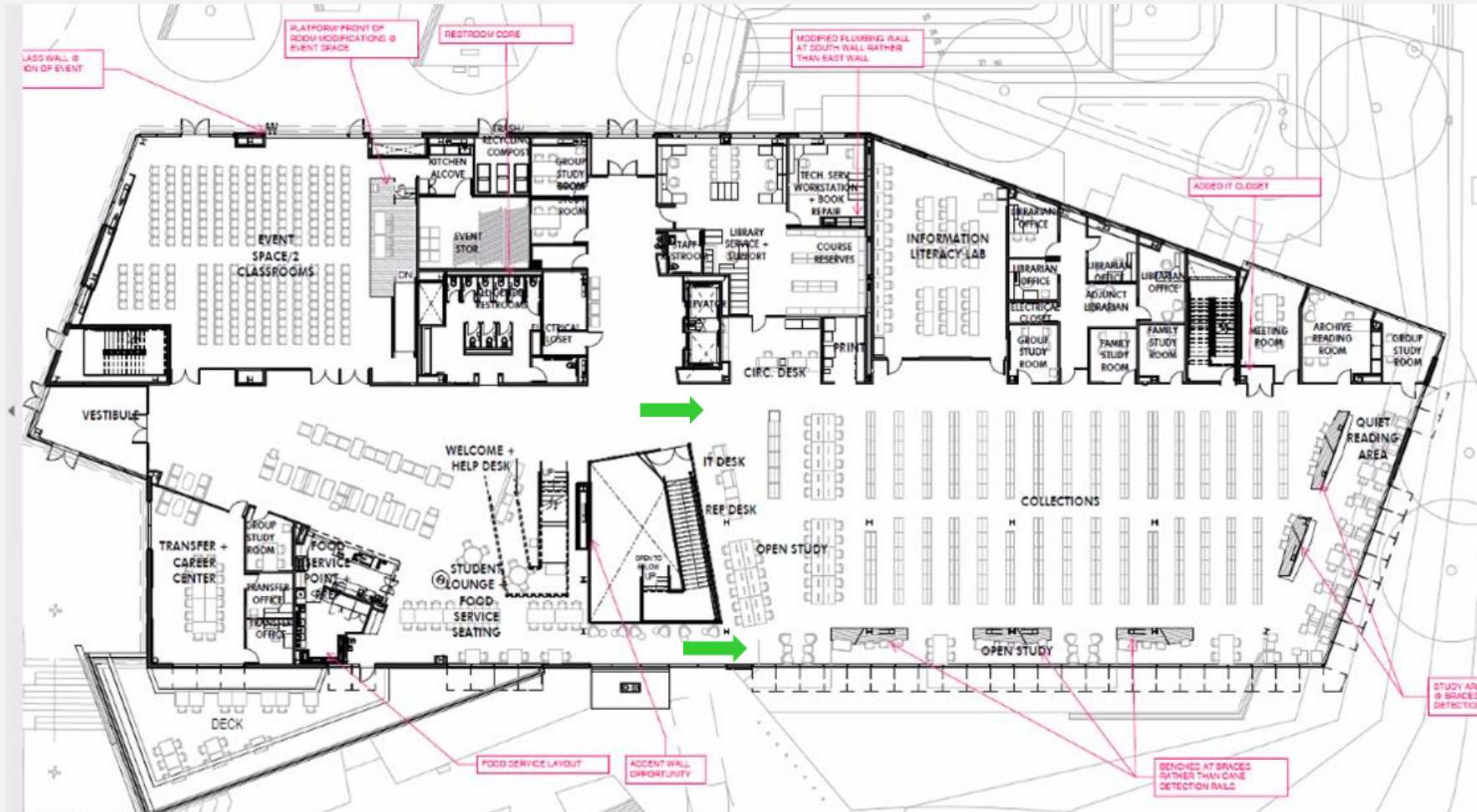


Video!  
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# LIBRARY AS STEWARD OF THE LRC

**Imagine this:**  
A library with no doors!



## Opportunities:

- Expanded hours
- Proximity of neighbors
- Fully integrated learning
- Culture shift – welcoming!

## Challenges:

- Personnel
- Closing protocols
- Security/theft of materials
- Culture shift – “territory”



## LIBRARY AS STEWARD OF THE LRC

- Libraries used to serve as custodians of collections – guarding against theft with security gates, fines, and rules.
- Libraries are now about flexible access – being open allows us to connect patrons with resources, however it makes those resources more vulnerable.

## WE NEED YOUR SUPPORT!

- To schedule building hours around library hours
- To provide adequate library staffing – at least one Library Technician and one faculty librarian on duty during all open hours.
- To provide budget to accommodate loss of materials—this includes item cost, as well as staff time for identifying missing items, re-purchasing, and re-processing.

See notes section ↓

# LIBRARY AS STEWARD OF THE LRC

Information literacy is a set of abilities requiring individuals to “recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information.” To be information literate, then, one needs skills not only in research but in critical thinking.

[American Library Association \(ALA\)](#)

## VALUE DEMOCRACY?

### **Information literacy instruction is more critical than ever!**

- “Democracy depends on an informed population. And where can people get all the information they need? —At the Library.” Elliot Shelkrot, (Media Talk videotape)
- “The death of democracy is not likely to be an assassinations from ambush. It will be a slow extinction from apathy, indifference, and undernourishment.” Robert Maynard Hutchins (1899–1977) From *Great Books*. Quoted in *The Oxford Dictionary of Political Quotations*, edited by Antony Jay (Oxford University Press: New York, 1996)
- “An educated, enlightened and informed population is one of the surest ways of promoting the health of a democracy.” — Nelson Mandela.
- More in notes!

# BUILDING TOWARDS NEW LRC

## California Education Codes for Libraries: Librarian on Duty

**78100.** The governing board of each community college district shall provide library services for the students and faculty of the district by establishing and maintaining community college libraries or by contractual arrangements with another public agency.

**78101.** The board of governors shall adopt standards, rules, and regulations for community college library services.

**78103.** The libraries shall be open for the use of the faculty and the students of the community college district during the day. In addition, the libraries may be open at other hours, including evenings and Saturdays, as the governing board may determine. Libraries open to serve students during evening and Saturday hours shall be under the supervision of academic personnel.



## BUILDING TOWARDS NEW LRC

Title 5 of the California Code of Regulations (§ 58724) contains **minimum standards for numbers of library faculty** based on yearly student full-time equivalent student enrollments (FTES) The Role of Library Faculty in the California Community College 24 (“Accreditation Reference Handbook”). The California Community College Board of Governors sets these minimums, and it is recommended that **colleges meet or exceed them**, using the formula in the following Table 2. Likewise, Title 5 suggests the following in Table 3 regarding the number of classified support staff.

Table 2	
FTES	Faculty Librarians
<1,000	2
1,001 – 3,000	3
3,001 – 5,000	4
5,001 – 7,000	5
Each Additional 1K	0.5

Table 3	
FTES	Library Support Staff
<1,000	3
1,001 – 3,000	4.5
3,001 – 5,000	6.5
5,001 – 7,000	9
Each Additional 1K	1

See notes section



# BUILDING TOWARDS NEW LRC

## CURRENT LIBRARY HOURS

### Kentfield

- Open 54 hours per week:
- Monday-Thursday: 8am-8pm
- Friday: 8am-2pm

### Indian Valley

- Open 32 hours per week:
- Monday & Tuesday: 10am-6pm
- Wednesday & Thursday: 8am-4pm

## PROPOSED HOURS

### Kentfield

- Open 70-74 hours per week:
- Monday-Thursday: 8am-10pm or 8am-11pm
- Friday: 8am-5pm
- Saturday: 12pm-5pm

### Indian Valley

- Open 32 hours per week:
- Monday & Tuesday: 10am-6pm
- Wednesday & Thursday: 8am-4pm

# BUILDING TOWARDS NEW LRC

## CURRENT PERSONNEL

- Administrator: Dean of Arts & Humanities
- Administrative Assistant
- 3 Units Department Chair
- 4.5 Units Coordinator
- 3.0 FTE Full Time Faculty
- 13.08 Part Time Faculty/Overload Units
- 1.0 FTE Library Technician III
- 4.0 FTE Library Technician IIs
- 4 Federal Work Study Students

## PROPOSED PERSONNEL

- 1 Library Director
- 3 Units Department Chair
- 4.5 Units Library Coordinator\*
- 4.0 FTE Full-Time Faculty
- 13.63-14.47 Part-Time Faculty/Overload Units
- 2.0 FTE Library Technician IIIs
- 4.0 FTE Library Technicians IIs
- 8 Federal Work Study Students

# BUILDING TOWARDS NEW LRC

## PROPOSED PERSONNEL BY CAMPUS

- 1 Library Director
- 3 Units Department Chair
- 4.5 Units Library Coordinator

### Kentfield Campus

- 3.0 FTE Full-Time Faculty
- 10.65 – 11.49 Part-Time Faculty Units
- 2.0 FTE Library Technician IIIs
- 4.0 FTE Library Technicians IIs (each rotate at IVC)

### Indian Valley Campus

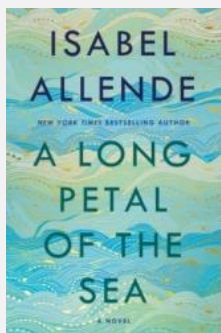
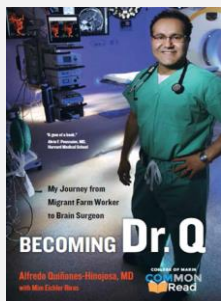
- 1.0 FTE Full-Time Faculty
- 2.98 Faculty Overload Units
- (Library Technician IIs each rotate at IVC)

## REQUEST: PERSONNEL

### ■ 1.0 FTE Library Tech III – Circulation Services (ASAP)

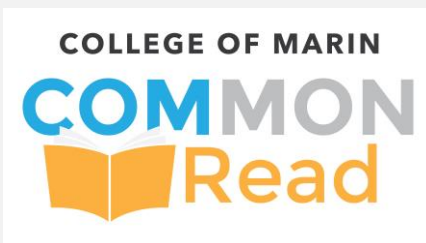
- The COM Library has always had a Cataloger and Technical Services Department separate from the Circulation Department. Originally, the Cataloger was a faculty librarian. That position wasn't filled after a retirement, instead two lead Library Technician III positions were created in 2015. From 2015-2017, the Library had two Library Technician III positions: One to oversee Technical Services and one to oversee Circulation. One Library Technician III position was vacated in January 2017 and rehired as a Library Technician II. The remaining Library Technician III has taken on duties overseeing both Technical Services *and* Circulation. We would like to add a Library Technician III position to provide leadership for Circulation Services, particularly as lending has expanded to include technology devices and as we look towards extended evening hours with the opening of the new LRC. This would allow the Technical Services lead to focusing on purchasing, cataloging, helping migrate to and maintain a new Integrated Library System (ILS).
- **Value:**
  - Focused leadership for library circulation services at a time of expanded lending.
  - Flexibility to provide leadership and backup coverage in evenings (currently only one Library Technician is able to work evenings per CSEA scheduling parameters).
  - More balanced and equitable workload among Library Technicians.





## REQUEST: COMMON READ

- 2-4 Units per year for COMMon Read Coordinator (starting spring 2023)
  - 2 Units during spring semester of planning years
  - 4 Units during COMMon Read years (2 during fall and 2 during spring)
  - Planning COMMon Read begins almost a full year in advance. We recommend alternating years to include a year for planning and a year for reading and events. The Coordinator would facilitate book selection, outreach to campus and community partners, outreach to authors and/or speakers, marketing, event planning, etc..
- **\$10,000 for COMMon Read Books (every other year starting Fall 2023)**
  - This would provide 1,000 books for students who wish to participate, as well as funding for marketing, speakers, staffing (custodial and Campus Police), and refreshments for events.
- **Value:** Excellent way to engage our entire COMMunity in learning and conversations around equity, [racial justice](#), and current events. Promotes literacy and community across both campuses and provides rich opportunities for interdisciplinary connections and collaborations.



[COMMon Read 2015-16 - Becoming Dr. Q](#)  
[COMMon Read 2017-18 – Hidden Figures](#)  
[COMMon Read 2021-22 – A Long Petal of the Sea](#)

## REQUEST: RESOURCES

- **\$3,859.34 for IVC Technical Services Office Furniture (Fall 2022)**
  - Requested through Instructional Equipment Committee. The IVC Library Team reviewed surplus furniture on two occasions, but did not find items that meet the Library's needs. Given how visible the Technical Services Office is to those using the main (aka café) entrance, it is well-situated to be the welcome center for visitors to the campus. This funding would help the space look both professional and inviting.

## REQUEST: PERSONNEL

- **1.0 FTE – DEI/OER Faculty Librarian + Additional Adjunct Units (Recruit during Spring 2025)**
  - The KTD Library currently has two full-time faculty librarians and four adjunct faculty librarians providing 53 hours of reference instruction per week (30 full-time hours and 23 adjunct hours) as well as an average of 70 instruction sessions per semester. Librarians consistently felt stretched to keep up with demand in the former LRC. We think we will be able to get by during temporary housing in Fusselman Hall, however with the opening of the new LRC, we hope and anticipate that student contact with librarians will increase. We would like to add a third full-time position and 0.55 – 1.39 additional adjunct units (for a total of 10.65-11.49 adjunct units) for instruction during evenings/weekends.
  - **Value:**
    - Improved access to information literacy instruction for all COM students throughout the day.
    - This position could be recruited to support DEI and/or OER initiatives.
- **1.0 FTE – Library Director (Recruit during Fall 2024 or Spring 2025)**
  - The COM Library had a dedicated Director until 2012. The position was filled in fall 2014 and vacated in spring 2015. The library needs a dedicated, MLS qualified Library Director to act as steward of the LRC, oversee the daily functions of the library, provide evaluations and guidance for Library Technicians and librarians, and provide the necessary advocacy and leadership as we move into the new LRC. This position would also guide the library in expanding both instruction and services with a focus on equity and supporting [COM's five institutional SLOs](#), particularly information literacy.
  - **Value:** Dedicated, MLS leadership to provide stewardship for the LRC as well as stability during a period of transition and growth for the Library and the College.

## REQUEST: RESOURCES

- **\$1,000 – Re-subscribe to LibCal (Fall 2025)**
  - LibCal is an online calendaring system that enables students to book group study rooms. This is the system librarians used in the old LRC. It could provide calendaring for any/all group study rooms in the new LRC.
- **\$1,500 – Re-subscribe to print periodicals (Fall 2025)**
  - The library suspended print periodical subscriptions while classes were remote and redirected \$3,000 towards online resources, such as NewsBank, ProQuest Ethnic Newswatch, and EBSCO eBooks. We added back a small number of print periodicals at IVC in Fall 2021. We will add a few at KTD this spring, however we do not have space to add back all titles while we are in temporary housing in Fusselman. We anticipate adding back additional print periodicals in the new LRC.
- **3-5% annual increase – Database Budget (Fall 2025 & ongoing)**
  - The library receives discount on most database subscriptions through the Community College League of California (CCLC), however renewals have historically increased an average of 3-5% per year. We anticipate our existing budget will handle these increases over the next two years, but this will need to be revisited periodically going forward.
- **Eventually: Units (or conversion of units) for INFO credit courses!**

# QUESTIONS

The only thing you absolutely have to know is the  
location of the library.

--Albert Einstein