

**TMCC College Libraries
Academic Master Plan
Mid-Point Report
April, 2009**

This purpose of this report is to evaluate the progress of the library as it moves through its eight-year master plan (2006-2013). As of this writing, the college is nearing the end of the 2008-2009 academic year, which puts the library at the mid-point of the master plan. Each section of this report refers back to the corresponding section of the master plan.

Ø Introduction

Staffing: The library staff changes are as follows:

Position	2005/2006	2008/2009	Change
Director	1	1	No change
Full-Time Faculty	4	2	50% reduction
Part-Time Faculty	2 (at 50%)	1 (at 80%)	20% reduction
Full-Time Classified	7	4	43% reduction
Part-Time Classified	1	1	No change
Letter of Appt.	1	1	No change
Student Emp. Part-Time	1	2	50% increase

Hours: The hours of the library have dropped from 68 to 61 hours per week at the Dandini campus. This is in response to the reduction in staffing, which is a result of the positions in the library that are currently frozen because of the overall college budget reductions. An analysis of library traffic shows that there is a significant drop off in patron interaction with the librarians from 8-9 p.m., so the library now closes at 8:00 p.m. Monday - Thursday. Students may continue to access library resources from the computer labs until 10 p.m. The library is also open on

Saturdays for four hours and many of the library's online resources are available remotely 24/7. The branch library hours have either remained the same or increased by 2 hours per week.

Ø **Mission, Values, Directions, & Purpose**

The library's mission statement has not changed.

Ø **Planning Factors**

In the current economic climate, the library does not anticipate any expansions at any of the locations. The focus at present is to make the best use of existing space.

Ø **Initiatives**

Initiative 1: Expand the collection, in print and online.

Many new online and print resources are purchased each year in support of the college's academic programs. A dramatic number of new databases were purchased in the spring of 2009. Particular emphasis is given to academic areas that are undergoing specialty reaccreditation in a particular year.

Initiative 2: Expand services and space at satellite educational center.

The library at Meadowood was moved to the larger room on the first floor with higher visibility, as was planned.

Due to staffing shortages, the library is not able to provide regularly-scheduled reference services to students at locations other than the Sturm Library on the main campus. However, the staff member at the remote locations often calls the Sturm Library's reference desk for help in assisting students when research questions arise and librarians travel to branch campuses to provide library instruction when requested.

Initiative 3: Expand online services – information literacy skill development, reference services, and electronic reserve.

Students have access to online reference via email as well as access to a vast collection of electronic resources. Many of these are available 24/7 from any computer with an Internet connection.

Instructors may place some material on electronic reserve, subject to compliance with copyright law. At the time of this writing, instructors contact a library staff member to request an e-reserve, but an online request form is being developed and should be ready within the next three months.

Online information literacy instruction is under discussion.

Initiative 4: Expand library services into new directions by collaborating with academic departments in their service expansions.

The library has collaborated closely with English department in an overhaul of the library instruction program for English students and in assessment of the program. It has been extremely successful and should serve as a model for collaboration. An even stronger and more focused collaborative relationship with other departments is suggested.

Initiative 5: Migrate to new automated library software.

The functionality of the library's software has been greatly enhanced by the movement of one staff member into a role of responsibility in this area. As a result of this, migration to new software is not currently needed.

Initiative 7: Expand services – circulate laptop computers for in-library use and install WiFi network in satellite library.

The library is now circulating 10 laptops at the Dandini campus and two at Meadowood. Satellite branches have WiFi.

Initiative 8: Digitize resources and convert applicable forms from paper to electronic.

The following forms and documents are now digitized:

- Course Reserve
- Video Reserve
- Interlibrary Loan
- Request for purchasing new material
- Policies
- Library evaluation documents
- Make a Suggestion

The electronic reserves form will be digitized this summer.

Initiative 9: Promote library resources – standardize publications

In light of reduced staffing, this initiative has been placed on hold.

Initiative 10: Create a new model of service by housing library services with the Writing Center, the Tutoring Center, the ESL Resource Center, and the computer lab when the second building opens on the Meadowood campus or at the new Spanish Springs facility.

New buildings are not forthcoming at present. In the event that this changes, this initiative would need further investigation.

Ø Conclusion

The library staff has made great strides since the implementation of its master plan in 2006. Six out of ten of the initiatives are completed or have been launched and will be ongoing (1, 3, 4, 6, 7, & 8); one is partially complete (#2: the branch libraries still lack in-person staffing at any level by a librarian) and three have been tabled due to a change in direction or a lack of funding in the current economic climate (5, 9, & 10). The library staff is to be commended for their outstanding work over the last four years. Their commitment to service is evident in the setting and meeting of these student-centered goals.