The Accelerated Instructional Program Review Narrative Report

College: Berkeley City College
    Discipline, Department or Program: Library Services/Instruction
    Date: Spring, 2007
    Members of the Accelerated Instructional Program Review Team:
        Barbara Dorham
        Joshua Boatright
        Fred Cisin

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BERKELEY CITY COLLEGE LIBRARY PROGRAM INFORMATION

Location: First floor of the Berkeley City College Library Building
Hours: 8:30 am – 7:30 pm   Monday – Thursday
                  8:30 am – 5:00 pm   Friday
                  9:00 am – 1:00 pm   Saturday
                  In order to close the library on time, computer access and circulation
                  closes fifteen minutes prior to closing.

BERKELEY CITY COLLEGE LIBRARY MISSION

The primary mission of the Berkeley City College Library is to support the curriculum, research, and general information needs of the diverse Berkeley City College community by providing physical and remote access to quality diverse print, electronic, and multimedia resources, services, and instruction. Consistent with the mission and institutional outcomes of Berkeley City College, the library faculty and staff strive to promote information competency, critical thinking, life long learning, and academic success. They do so by making available to Berkeley City College students faculty and staff the resources needed to conduct research related to their curriculum and endeavors and by promoting the information competency skills needed to successfully retrieve information through instructional support.

BERKELEY CITY COLLEGE LIBRARY OBJECTIVES

The library's mission is accomplished through the following objectives:
- To support the missions and visions of Berkeley City College and the Peralta Community College District.
- To provide quality services, collections, and facilities to support the curriculum information literacy, and research needs of its constituents.
- To provide professionally qualified and skilled librarians and staff to support the use of library resources and to support the academic and collegial needs of the college
- To acquire materials in appropriate formats and in sufficient quantity, depth, and diversity to support teaching and basic research in the subject areas of the curriculum.
- To assure equitable, unbiased access for the Berkeley City College community to the library's collections and services.
- To offer formal and informal instruction to promote information competency.
- To provide and maintain an easily accessible, user-friendly and safe environment that fosters teaching and learning for both Library users and Library employees.
- To prepare students for life-long learning by teaching information competency skills necessary for self-education and independent scholarly pursuit.
- To provide the expertise necessary to support the development, preservation, and security of the library's collection.
- To respond to the changing state of knowledge and the curriculum by continually evaluating collections and services and implementing change as appropriate.

- To establish and maintain cooperative agreements for resource sharing with other district and California Community College libraries.
- To recruit, hire, and retain quality faculty and staff committed to delivering excellent services in response to the rapidly changing needs of the diverse user community.
- To motivate library staff to high levels of achievement, encouraging continuing development and skill enhancement.
- To apply appropriate technological innovations to achieve productivity and efficiency, as well as provide library services to distant learners and information seekers.

The Berkeley City College Library Program includes access to the following services and materials:

INSTRUCTIONAL

Librarians offer orientations on research techniques in all disciplines. Librarians are also available to assist classroom faculty in developing assignments that integrate library resources and research into their curriculum.

Library Orientations: Librarians teach multiple Library Orientations each semester in various disciplines to classes that are brought to the library for instruction in conducting research and the use of library resources and materials.

Reference Services: Whenever possible, librarians are available to answer students informational needs with one-on-one reference interviews. When a student asks a reference question, the librarian does not simply give an answer but has the opportunity to assist the student in gaining important information competency skills that he or she can carry into all of his or her course work and into his lifelong learning.

Research Guides and Bibliographies: Librarians prepare subject-specific research guides and bibliographies for courses and departments.

MATERIAL

Materials Collections: The library's materials collection is reasonably well balanced and is developed and maintained to support the college curriculum. The collection includes 5,900 book titles, 534 video recordings, 40 periodical titles in print format and 19 electronic databases.

The library materials budget has never been adequate to provide extensive in-depth development throughout the collection. By cooperating with teaching faculty, the librarians work to maximize the usefulness of the limited budget by obtaining materials that directly meet the needs of the current curriculum. With a librarian currently serving as a member of the College Curriculum Committee, this effort is furthered by providing

additional opportunities for collaboration with discipline faculty to improve library collection resources and to ensure that there are sufficient resources for new courses.

Acquisitions of Books and Periodicals: Librarians carefully monitor the library's collection development process in order to meet the curricular and lifelong learning needs of our students. This goal is accomplished through the professional and subject expertise of library faculty who work in conjunction with classroom faculty to continuously identify new titles for addition to our collection.

Online Resources: The book catalog provides access to all titles available in the four libraries of the Peralta District. The library also subscribes to a number of web accessible databases such as Expanded Academic Index, Lexis/Nexis, Facts.com, CountryWatch, NetLibray and Ethnic NewsWatch. These resources provide citations and full-text electronic access to journals, general interest periodicals, newspapers, books, and reference works. The library has twelve computers (one of which is reserved for PSSD use) available for BCC community use. Each is equipped with internet access. In order to limit use of the computers to research, none of the public computers are equipped with word processing programs.

Library Website: The Library's website at http://Berkeley.peralta.edu/Library is designed to offer students and other users a central launching point for the variety of Internet and web-based resources available including research guides, catalogs, and databases, and to provide information specific to the Berkeley City College Library.

Circulation: Books in the circulating collection can be checked out for two weeks. The Circulation Desk serves as the focal point for check out of all materials. Staff working at the circulation desk are generally the first contact for any technical problems with computers and also provide information regarding campus and district locations and services. The staffing includes 1 senior technician (currently on extended leave) and a small number of student workers. The senior technician also serves on campus committees.

Reserve Services: Faculty may place items from their personal collections, primarily textbooks, as well as library materials, on reserve for students' use. The reserve collection is currently the most heavily used collection in the library.

Technical Services include acquisitions, cataloging, processing and budget tracking functions for all library materials. These services are currently maintained by the librarians with the support of the library pechnician.

With the increase in enrollment at BCC, the library's collection and staffing needs to increase in order to maintain a useful collection and provide services comparable to those provided in by the other college libraries in the district.

CURRICULUM:

Due to insufficient staff, the library currently offers no courses. Once sufficient staffing can be obtained, the library plans to offer at least one course, LIS 085 on information competency and resources, as well as drop in workshops on the research process, LIS500. In accordance with the District's initiative to promote distance learning, the library also plans on offering LIS 085 as an on-line course.

Once offered both the course and workshops will answer to institutional learning outcomes involving information competency. LIS 085 will be developed using models of similar courses offered at other colleges and universities (e.g. Laney, Merritt, COA, DVC, Contra Costa College and San Francisco State University) and in support of the goals and objectives for the Library program. LIS500 will be scheduled drop in research workshops in the lab, where a librarian will be present to monitor and assist students and to give 1 hour workshops on various aspects of research, information literacy, etc.

Student learning outcomes for the planned for courses and workshops are:
1. Defines and articulates the need for information.
2. Accesses needed information effectively and efficiently.
3. Evaluates information and its sources critically.
4. Uses information effectively to accomplish a specific purpose.
5. Understands the economic, legal, & social issues surrounding the use of information & accesses and uses information ethically & legally.
6. Applies the skills gained in information competency towards lifelong learning.

It is the recommendation and priority of the department that additional staffing be obtained so that the above course and workshops can be offered. The second priority is that the Library be given priority regarding use of lab located next to the library so that it may be used for drop in workshops, open library lab, orientations, and library courses [i.e. that no non-library classes are scheduled in the lab].

INSTRUCTION:

While no courses or workshops are currently offered by the library department, the library offers instruction through one-on-one reference and faculty requested orientations. Lack of staffing has prohibited thelibrary from setting regular hours for reference services [i.e. there is no current schedule for manning the reference desk]. Currently, the library attempts to meet the needs of the BCC community by answering students' requests for one-on-one reference assistance when appointments are made and/or when students drop by and librarians are available to assist.

The number of orientations have grown since the hiring of additional faculty (currently 2.5 full time faculty, previously 1 full time faculty). There has been a 58% increase in the number of orientations given in 06-07 academic year from the number given in 05-06

YEAR	2005-06	2006-07
# of Orientations	17	27

Faculty who have requested orientations the previous semesters have continued to request orientations for the same and additional classes. Due to the promotion of orientations to the faculty from the library, and the positive response given by faculty regarding orientations, this number of orientations requested is expected to continue to increase. Orientations are scheduled when requested by faculty and tailored to meet the needs of the course curriculum. With the move to the new building, the library has been able to take advantage of the computer lab next door to the library to offer more in depth hands-on instruction involving internet and database searching. However due to staffing and building constraints, the Library has not been able to accommodate all requests for faculty. The lab is currently also used for classes, and some requested orientations involving hands-on computer have conflicted with the scheduled classes. During Fall 06 and spring 07, not all requests for orientations have been answered due to space restraints.   When the building is completed, it is the library's hope that the lab will be reserved for library use and not used as a classroom for non-library courses. Furthermore, additional orientation requests could not be met to lack of Library staff [e.g. no librarian or Library tech available to cover the Library during the time the orientation is requested].

To further support the informational needs of students, general library guides as well as guided tailored specifically to the classes that request orientations have been created and made available on the Library's web page.

It is the recommendation and priority of the department that additional staffing be obtained so that the growing number of requests for orientations can be answered, reference desk hours can be scheduled, and workshops and classes can be offered.
It is also the recommendation of the department, that use of the lab next to the library be restricted to the library along with Assessment Services. The scheduling of classes in this lab has already inhibited the library's ability to answer the requests and needs of the college faculty. When more staffing is obtained, the library plans on using the lab to offer drop in workshops and to expand access to computers; as the demand for computer use by students is currently exceeding the number of computers available in the library.

HUMAN AND PHYSICAL RESOURCES (Including Equipment and Facilities)

- Describe your current level of staff, including full-time and part-time faculty, classified staff, and other categories of employment.

The library is currently staffed by 2.5 librarians (2 full time and 1 full time tenured faculty on reduced work load, ½ time) and one full time classified staff (current classified staff is on extended leave). When available, student workers are also employed to

provide needed support covering at the circulation desk and processing and shelving books.

- Describe your current utilization of facilities and equipment.

The library strives to foster both individual and group learning experiences by providing individual study carrels, tables for group study, group study rooms, 12 computers for research use and three VCR/DVD equipped televisions, two are placed in carrels for individual and one is placed in a study room for group viewing.

With the move to the new building, the library has experienced a dramatic increase in the use of its facilities and equipment.

There was a **41.5% increase in the number of computer users in the library** from the 12 months in 2005 to the first11 months in 2006.

There was a **70% increase in the number of library users [non-computer related]** from the 12 months in 2005 to the first 11 months in 2006.

Annual User Statistics for Calendar Years 2005 and 2006*

Calendar Year	2005	2006 so far
Computer Users	**10,320**	**14,600**
Library Users	**9,600**	**16,320**

data tallied through November 27th 2006

There has been an **18.5% increase in the number of items checked out** from the 12 months in 2005 to the first 11 months in 2006.

Annual Circulation Statistics for Calendar Years 2005 and 2006*

Calendar Year	2005	2006 so far
Total Circulation	**2,477**	**2,940**

data tallied through November 27th 2006

- Are the human and physical resources, including equipment and location, adequate for all the courses offered by your department (or program)? What are your key staffing and facilities needs for the next three years? Why?

The current human and physical resources are not adequate for all the current services and planned for courses offered by the library.

Not only is the BCC Library the least staffed of the district, the staff of the library is less than 65% of the minimum staffing that is recommended by the Association of College & Research Libraries' Guidelines.

ACRL STANDARDS
[Additional Staff is needed if enrollment is 50% greater than FTE]

FTE Students	Admin	Faculty		Techs		Total Staff	
	Min & Excel	Min	Excel	Min	Excel	Min	Excel
ACRL Guidelines for 1,000-2,999 FTE	1	3	5	3	6	7	12
Current Staffing	0	2.5		1		3.5	

The library hasn't enough faculty staff to offer regularly scheduled workshops, reference desk hours, and/or courses. Nor does the library have money in its budget to provide a faculty librarian during summer session. This is in violation with California Education Code Section 78103. California Education Code Section 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.

This lack of staffing also impinges upon the library faculty's ability to regularly attend college and district meetings such as department chairs, institutional assessment, technology, and web meetings. Lack of staffing has also prohibited library faculty from professional development. There is not adequate staffing to allow for the attending of meetings such as the information competency seminar held at DVC and the Library and Learning Resources Deans, Directors, Head Librarians, Coordinators & Dept. Chairs Annual CCCCO Meeting held in Sacramento. Furthermore, this lack of staffing means that when a librarian is sick, either the library has to be closed or other faculty are required to exceed their normal work week hours without compensation in order to keep the library open.

The library needs at least one additional full time faculty librarian and one part time faculty librarian in order to maintain coverage of the library and to provide key library services such as courses on information competency, and regularly scheduled workshops, drop in computer lab hours, and reference desk hours. The library also needs funding to provide a faculty librarian during summer sessions.

The library also does not have enough classified staff. With current staffing, the library is open 29% of the time without a Library technician. As the library's technician is on extended leave, currently the library is open 100% of the time without a technician. This means, faculty staff are spending at least 16.5 hours a week (56.5 hours a week while technician is on extended leave) doing library technician related duties rather than focusing upon tasks related to librarianship, such as reference services, collection development, cataloging, college related meetings, budgeting, etc. Lack of sufficient support staff has resulted in delays in processing new materials. It is currently taking months to full academic years to get new books processed and on the shelves available for use.

The library needs at least 2 additional library technicians, totaling 3, in order to meet ACRL standards and maintain staffing at the circulation desk, maintain the library collection (shelving books, magazines, shelf reading, etc.), and process new library materials, books and videos, properly and in a timely manner.

Before the move to a new building, the Library's print collection was larger than the shelf space available. Study space was also at a minimum with only 12 chairs offering studying space and 10 computers available for research. After the recent move to the new building, the library's new space has provided enough shelf space for its current collection and room on the shelves to double the current circulating collection size. In addition to a significant increase in shelving space, the Library now offers 5 study rooms for group studying and more than three times the amount of table and study carrel space for individual use. The library's new location, on the first floor, has also attributed to a dramatic increase in the number of users [*see user statistics above*]. Being placed right next door to a computer lab with the capacity for 36 computers, the library also has the potential resources to offer drop in workshops and additional access to computers.

That said, the physical resources of the library are still inadequate. While there is room on the shelves to expand the circulating and reference collection, there isn't room on the reserve/Audio Video shelves to allow for growth in that collection. In order to expand the Audio and Video collection and also maintain a reserve collection that will grow as the number of courses offered at BCC grows, alternative means of storing the collections [i.e. in a different location or electronically] will have to be devised within the next three to five years.

Furthermore the Library's current book collection is small. The current collection is less than 8 to 20% the size of collections found in the other Peralta District libraries and less than 15% of the minimum collection size that is recommended by the Association of College & Research Libraries {ACRL]

Size of Collection for a Single Campus	FTE Students	Volumes	Current Serials Subs
ACRL Standards for minimum collection	1,000-2,999	40,000	300
BCC collection	1244	5898	41
Percentage Below Standards		**85.2%**	**86.3%**

The excess shelving space available for expansion of the collection will allow for an approximate 100% growth or 6,000 additional books. If the library is ever going to reach more than 30% ACRL's recommended collection size, additional space and/or alternative shelving [e.g. compact shelving] will have to be obtained.

Aside from the carrels used for computers and Audio/Visual equipment, the library currently has 60 seats (6 tables with 36 chairs, 4 study carrels with 4 chairs, and 5 study rooms with 20 chairs). While the library provides much more study space than it had before the move, already there is barely enough furniture to accommodate the students

wishing to use the Library during peak hours. The furniture in the new Library was purchased without close consultation with the BCC Librarians. Due to this oversight, much of the furniture is oversized and bulky, taking up too much space. These items of furniture [including atlas and magazine stands] need to be replaced with more space efficient furniture in order to accommodate the increase in the number of Library users. The new tables include outlets for laptop use. So far these outlets have not been hooked up, inhibiting library users' use of personal computers. With the growth of personal computer use, the library needs tables equipped with outlets and the equipment necessary to provide a printing station where students can print papers from their laptops or storage devices [CDs, DVDs, floppy disks, memory sticks etc.]. In addition to sufficient outlets, the library also needs to be able to provide wireless access to the internet so that students who bring their own laptops can access the databases the library currently offers access to via their laptops.

Currently the library has no working photocopiers. The library's reference and periodical collections do not circulate, i.e. no books in the reference collection or journals in the periodical collection can be checked out / taken away from the library [due to cost and informational value of these collections]. The lack of photocopiers inhibits access to valuable sections of the library collection. Presently, students can only read items from these collections while in the library. They are unable to make photocopies of pages containing information intrinsic to their research. While current electrical wiring in the Library may only be adequate for one photocopier, the library needs 2 photocopiers to sufficiently meet the photocopying needs of its users. This will require work be done in the library before a second photocopier can be installed.

The computer lab adjacent to the library is currently being used for regularly scheduled classes and assessment purposes. Various members of the BCC teaching faculty have asked for orientations for their classes involving hands on use of computers. Many of these requests haven't been able to be answered due to the current use and scheduling of the computer lab adjacent to the library. Demand for computer use continues to exceed the number of computers the library has space to offer. The library needs greater access to the computer lab adjacent to the library and more staffing in order to fully accommodate faculty orientation requests, offer workshops, and provide students with additional access to computers.

The library has a work room for processing new materials. Currently the work room lacks the shelving and computers needed to store and process new materials. Additional shelving and a computer needs to be added to the workroom in order for the space to be used as it was designated to be used.

RECOMMENDATIONS AND PRIORITIES:

1. **Additional Staffing**
   - At least 1 additional library tech and 1 part time library tech, ideally 2 additional full time Library techs.

- At least 1 additional faculty librarian with a budget to hire PT librarians when needed to cover for absences and summer session hours.
2. **Increase in Materials budget**
   - A minimum of $10,000 for book/audio visual budget
   - A minimum of $5,000 for electronic resources budget [in addition to TTIP funds]
   - A minimum of $2,000 for supplies budget
   - One time funds to replace furniture, obtain shelving and equipment for workroom, and obtain additional large TV to support film studies if program grows. Approx costs totaling $20,000
   - A general increase in budgets to reflect increase in BCC FTES

The first priority for the library is to obtain additional personnel. Having qualified personnel available in the library during times when students are using services is critical to improving student access to information. This can be accomplished with the addition of more personnel. The library needs to move closer in compliance with the California Education Code in regards to full-time librarians and ACRL standards. The library is currently not "under supervision of academic personnel," that is, a librarian, during many times when the one librarian on duty is attending official college meetings, offering instruction in classrooms, having lunch, or consulting with instructors in their offices.

California Education Code Section 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.

The Academic Colleges Research Library [ACRL] Section of the American Library Association [ALA] is responsible for academic and professional standards of the Library profession. According to ACRL standards for college libraries, Berkeley City College should have a minimum staff of 7 FTE, including three additional staff added when the head count of students exceeds 50% of FTES (as is the case at BCC).

ACRL STANDARDS
[Additional Staff is needed if enrollment is 50% greater than FTE]

FTE Students	Admin	Faculty		Techs		Total Staff	
	Min & Excel	Min	Excel	Min	Excel	Min	Excel
ACRL Guidelines for 1,000-2,999 FTE	1	3	5	3	6	7	12
Current BCC Staffing	0	2.5		1		3.5	

The second priority is an increase in the book and electronic resources budgets. While the library has been lucky the past couple years to obtain additional book funding from

the Chancellor and instructional equipment and supply funds, the library's budget for purchasing books remains the smallest of the district, and has historically been $5,000 a year. The book budget has not increased despite the fact that both FTES and the cost of books continue to increase. The size of the library's collection is also the smallest in the district and less than 15% the minimum collection size recommended by the Association of College & Research Libraries. Having moved to the new building, the library now has room to expand its collection.   An expansion of the library's book collection is needed to effectively answer the informational needs of the college community.   To keep up with these needs, the library needs a significant increase in its current book budget.

BCC Library's current electronic resources budget [TTIP funds] does not allow for the rise in database subscription costs brought upon by inflation and/or increases in FTEs. As the college grows the Berkeley City College Library will not be able to continue with its subscriptions without a growth in the budget. If the library is to continue to answer to the needs of its college community, it will need more money than is currently provided via TTIP funds. As more and more faculty require the use of databases for their assignments, a strong collection of on-line resources has become increasingly important. Distance learning, on-line education, is a key component of PCCD's Strategic Plan to foster a community that is international in scope and individual in service. To support this, the library needs a sufficient budget to maintain, and preferably increase, access to on-line resources including databases and books. Of equal priority is obtaining photocopiers for the Library.

Last on the list of priorities is funding to replace inappropriate furniture and to increase our supplies budget. The growth in library use and orientation requests has increased the need for and cost of supplies in the form of paper, dry erase markers for study rooms, printers, toner, etc. Furthermore if the Library obtains the needed increase in the book budget, it will also need additional supplies to process more books.

COMMUNITY OUTREACH AND ARTICULATION

The library works to ensure that its resources meet the needs of the constituencies it serves in a myriad of ways. In order to foster communication and support the growth of the college and Peralta District, librarians serve on a number of committees including the Curriculum Committee, Professional Development Committee, Web Committee, Technology Committee, District Librarians Committee, Academic Senate, and the District Academic Senate.

The library keeps track of faculty and informational needs of various departments by meeting regularly with and eliciting feedback from faculty and attending curriculum development meetings to stay abreast of new directions instructional programs may be taking and new courses they plan on offering. Librarians use the reference questions and book requests asked by students to monitor the usefulness of the current collections and look for subject areas that need expansion.   A librarian meets with librarians from the other 3 colleges on a bi-weekly basis, to keep up with current trends and issues district

wide and to work collaboratively to insure that the libraries are offering the best services they can offer.

It has been the goal of the library to create a Library Assessment Committee in order to increase communication with faculty and elicit greater feedback and recommendations to ensure the strength of the collection. Due to lack of staffing and the chaotic nature of moving to a new building, this goal has been tabled. However, the library plans on initiating the committee during the 2007-2008 school year.

APPENDICES

**BERKELEY CITY COLLEGE LIBRARY COLLECTION DEVELOPMENT
POLICY**

I. Purpose
The primary goal of the library collection is to support the educational curriculum at
Berkeley City College. When funds are available, the library also obtains materials
relating to faculty development, grant seeking, career guidance, and college or university
programs. The purpose of the Collection Development Policy is to guide the growth and
maintenance of the Berkeley City College Library collection in accordance with both the
Berkeley City College Library's and the Berkeley City College's mission statements.
This policy is a guide, not immutable law, and exceptions should be made to admit
valuable materials whenever adequately justified by the interests of the Library and the
college. Further, it is a policy statement, not a manual of procedures, which are properly
left to the internal management of library staff.

II. General Statement
The primary objective of collection development activities at the Berkeley City College
Library is to build and maintain a library collection that supports the Berkeley City
College curriculum. The library directly supports teaching research and service by
developing and organizing relevant collections, providing access to information resources
regardless of location or format and instructing patrons in the effective use of information
resources. This Collection Development policy is for the building and preservation of
effective, high-quality collections, and for providing appropriate electronic access to
information. Librarians of the Berkeley City College Library will select and manage
materials in print and other media to meet current and long-term teaching, research and
administrative needs of the Berkeley City College community.

The main language of the collection is English. Foreign language material will be
collected on a limited basis, and this mainly to support the foreign languages taught at the
College. In general, the policy will be to not collect duplicate materials. Exceptions will
include heavily used materials and gifts that are determined to be useful.

III   a. Selection Responsibility
Ultimate responsibility for the development and maintenance of library collections rests
with the faculty librarians of the library. In addition, suggestions are strongly encouraged
from faculty to support their current and planned courses. Student, staff, and community
requests for the acquisition of materials are also welcomed and encouraged.

        b Responsibility for Collection Development

All library users, regardless of status, are encouraged to make requests for Library purchases by contacting any of the Berkeley City College Librarians. If the item is consistent with the collection policy guidelines, and if money is available, the material will be acquired. The librarians act as liaisons to the academic disciplines for collection development. Each librarian consults with faculty members to obtain purchasing recommendations, and also utilizes selection tools, such as review publications, bibliographies, and publisher catalogs to select materials. Ultimate responsibility for collection development lies with the faculty librarians of the library.

IV   a. Selection Guidelines

Materials are selected according to the following criteria (not in rank order):

- Support of the Berkeley City College curriculum
- Correlation/fit with the existing collection
- Appropriate level
- Accuracy and objectivity
- Reputation of author or publisher
- How current/permanent is material?
- Price appropriateness
- Demand
- Condition

b. Formats Collected

A. Monographs
Criteria used for selection of materials: (not in rank order)

- Reputation of author/creator
- Significance of subject matter
- Accuracy of information and data
- Literary merit or artistic quality
- Importance to total collection
- Potential or known use to patrons
- Appearance in important bibliographies, lists and review media
- Authoritativeness of publisher or producer
- Readability and clarity
- Scarcity of material on subject
- Physical condition/technical quality
- Representation of various interests and viewpoints
- Availability of material elsewhere in the region
- Appropriateness of format to purpose
- Date of publication
- Price

B. Media

Media materials are evaluated using the same basic criteria as monographs.
Also taken into consideration are:

- Suitability of format
- Quality of the production
- College's ability to provide the needed equipment
- Due to a California mandate, every effort will be made to purchase videos with closed captioning.

C. Electronic Resources
As more information becomes available through fee-based electronic services and the Internet, the Library will strive to provide access to the materials that best match the needs of the students at Berkeley City College. The library will continue to receive hard copy journals and reference sources, but it will augment these collections with electronic sources, many of which provide the full text of information online. As funds allow, decisions will be made to purchase electronic resources based on the gaps in the current resources provided, the amount of information included in the packages, and the ease of use. Electronic resources will be selected to match the programs offered at the college and the needs of the greater community. When making electronic purchases, librarians will consider the recommendations of the Peralta Community College District Libraries, California Council of Chief Librarians, and the Community College Library Consortium.

D. Serials
Serials differ from monographs in that a serial subscription is an ongoing financial commitment. In addition, serials prices have historically increased at a rate that far exceeds such standard economic indicators as the Consumer Price Index and great care must be taken to ensure that the Library's ongoing commitment to serials does not consume a disproportionate share of the total acquisitions budget. Therefore, requests for new serial subscriptions must be considered very carefully. Generally, a new serial subscription will not be entered unless another subscription of similar expense can be canceled.

Some or all of the following criteria are used in evaluating titles for acquisition or cancellation:

- Strength of the existing collection in the title's subject area
- Support of present academic curriculum
- Present use of other serials in this subject area
- Projected future use
- Cost
- Reputation of journal and the publisher
- Inclusion in a reliable indexing source

V. Gifts
The Berkeley City College Library welcomes gifts of books, journals, and items in other

formats, as well as gifts of money for the purchase of library materials. Gifts are generally expected to supplement existing collections in support of the College's programs and teaching, or to provide the library with a core of materials of interest to the college community. To be accepted, all gifts must fall within guidelines of the library's collection development policies.

Once a gift has been accepted, it becomes the property of the library. Items may be added to the collection, or offered to other libraries, or otherwise disposed of. In general, duplicates or items in poor condition are not retained. Donors may not impose restrictions on use of their gifts.

VI   a Collection Evaluation/Weeding

Weeding, or the removal of materials from the collection, is an integral and ongoing aspect of collection management. Titles are recommended for removal only after adequate investigation of their potential continued value to the collection.

Candidates for withdrawal include:

- Superseded editions
- Materials which cannot be repaired, or for which the cost of preservation exceeds the usefulness of the information contained
- Older titles, in areas where currency of data is important
- Outdated formats

Monitoring and weeding the collection is the responsibility of the librarians.

b Collection Maintenance
Periodically, librarians will evaluate the collection to identify materials for withdrawal. The same guidelines apply to the existing collection as to new purchases, and materials that no longer meet the collection policy will be removed from the shelf. For example, materials that are outdated, damaged, seldom circulated, or contain inaccurate information will be removed. Faculty members will be consulted when materials in their disciplines are being considered for withdrawal.
Damaged or missing materials are not automatically replaced, but are subject to a Reorder Review process. If the item still meets the collection development policy, the original book or a new edition will be ordered (if funds are available).

VII. Policy Review
  This collection development policy will be periodically reviewed by Library staff and college faculty members with changes made when appropriate.

LIBRARY ADVISORY COMMITTEE

The formation of a Library Advisory Committee has been approved by the academic senate. Due to the recent move to the new building, the Library has decided to table the formation of the committee until 2007-2008.

The objective of the Library Advisory Committee is to involve the college community in the services offered by the Library. The Library committee will serve as a channel of communication between the Library and the faculty, student body, administration and staff of the college. This committee will consider matters pertaining to policy, short and long range planning, collection development, programs and other matters deemed appropriate to support the Library's goal of answering to the informational needs of Berkeley City College faculty, students, and staff.

I. **Composition of the Committee**
   A. The Library Advisory Committee shall be chaired by a faculty librarian.
   B. Optimally, there should be a representative from each instructional department in the Library Advisory Committee. As well as representatives from Berkeley City College Staff, Administration and Student bodies.
   C. From time to time the Library Advisory Committee may establish subcommittees to carry out specified tasks of limited duration.

II. **Objective of the Committee**
   A. General responsibilities of all committee members include:
      1. Bringing to the committee concerns recommendations and questions regarding the Library's operations and services;
      2. Communicating committee business to Berkeley City College departments, staff, students, administration; and
      3. In general, representing the interests of departments, staff, students, administration to the committee and the Library.
   B. Additional responsibilities of faculty representatives include:
      1. Notifying the Library about new course proposals and degree programs originating in their departments;
      2. Providing information about revisions to course outlines, assignments, and reading lists;
      3. Keeping the Library informed about individual program accreditation requirements;
      4. Recommending purchases that will develop their areas of instruction, in particular those areas that are represented most heavily in the curriculum;*
      5. Encouraging department members to request books, serials, and other media for addition to the Library collection, *
      6. Sharing information on the collection development budget with their divisions; and
      7. In general, assisting the Library in selecting materials.*
   C. Additional responsibilities of Library representatives include:
      1. Notifying the committee of needs and developments in the Library such as service and policy changes and collection development activities;
      2. Informing the committee of the amount of funds allocated, the number of dollars spent, the number of dollars encumbered against orders not yet received, and the balance against which new orders can be charged;
      3. Notifying committee members about new materials received by the Library and producing lists of new acquisitions for distribution to the faculty.

III. **Meetings:**
   A. The Library committee shall meet at least twice a semester during the academic year and other times as necessary.

B.   A librarian will convene the committee and chair all meetings of the committee.
C.   Minutes of each meeting will be made accessible on the internet.

*** The ultimate responsibility for collection development lies with the faculty librarians of the Library.**

PROPOSED MINIMUM BUDGET

Desc	Object Code	budget	
College Library Books	6301	$15,000.00	
Library Software DVD	6302		?
Library Videos	6320	$1,000.00	
Periodical Subscriptions	4303	$3,000.00	
Supplies	4304	$2,000.00	
non instruct equipt?	6403	$1,000.00	
1 time cost non instruct equip	6403	$20,000.00	furniture, tv
database subscriptions	?4306?	$5,000.00	*in addition to TTIP funds*
Librarians	1204	$400,000.00	*?enough for 3.5 fte*
Clerical Techs	2102	$150,000.00	*?enough for 3 fte*
temp/PT librarian	?	$20,000.00	?enough for summer and 80-160 additional hours
[For Summer and emergency coverage.]			and 1 class until additional perm faculty are hired
Dues Membership	5301	$150.00	