

## Library Support Specialist Justification

### **Are there any special regulations such as law, Title 5, Education Code, Student Success Initiative or accreditation standards, etc. for the position?**

This position satisfies Standard II: Student Learning Program and Services, specifically II.B.1. Student Learning Program and Services and II.C. Library and Learning Support Services- Library and other learning support services for students are sufficient to support the institution's instructional programs and intellectual, aesthetic, and cultural activities in whatever format and wherever they are offered. Such services include library services and collections, tutoring, learning centers, computer laboratories, and learning technology development and training. The institution provides access and training to student so that library and other learning support services may be used effectively and efficiently. The institution systematically assesses these services using student learning outcomes, faculty input, and other appropriate measures in order to improve the effectiveness of the services.

### **Standard II: Student Learning Program and Services**

#### **Standard II.A II.A: Instructional Programs (Page 101)**

The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.

#### **Standard II.B.1: Student Learning Program and Services**

The institution assures the quality of student support services and demonstrates that these services, regardless of location or means of delivery, support student learning and enhance achievement of the mission of the institution.

### **Does the request support the goals of the Educational Master Plan or other strategic plans?**

[Educational Master Plan 2012-2017 - Redwood City](#) *Develop new programs and strengthen existing programs to meet community and business needs.*

Basic Skills Plan 2015-2016 *“Increased availability of textbooks and learning materials used in basic skills courses.*

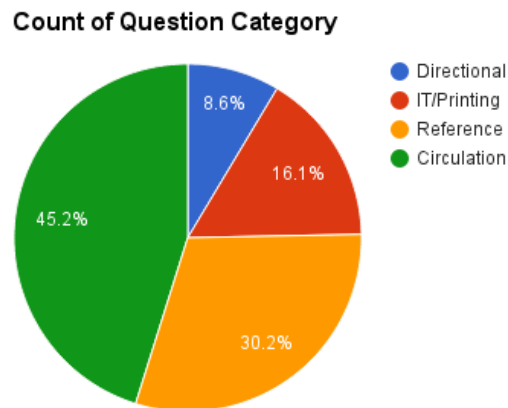
This position supports the goals of the Educational Master Plan and the Basic Skills Plan. We are currently developing a new semester long textbook program to complement our current textbook short-term loan program. Without this position we will not be able continue with the new semester length collection and will have to cut back on our current short-term collection drastically. Furthermore, we will have to cut services to weekend students since we will not have staffing sufficient to cover Saturday hours.

# Library Support Specialist Justification

## Does the data indicate a demonstrated program need?

We are very busy during the morning shift and need a circulation supervisor to oversee the front desk and the students. Currently our cataloger is doing this role to the detriment of the library's ability to acquire and process new material for students and faculty. Currently we have not been able to add any new books to the circulation collection this semester. In 2013 we added 647 books to the general collection. Without this position we will have to reduce resources (books and textbooks) or services (we would have to cut Saturday hours) to students. In 2013 our average gate count on Saturdays was 112.

Without a morning library support specialist librarians end up doing circulation duties (checking in/out material) to the detriment of librarian duties. Currently about 45% of help librarians provide consists of circulation, duties that would be better done by students and staff.



In 2014 the library circulated items from our textbook reserves collection 6,742 times. Data from our textbook survey in fall 2015 showed that about 41% of students used the reserves collection because they could not afford the textbook for their class, and half stated that they would not be able to take their class if the textbook was not available in the library.

This position already exists and without it we will not be able to meet the needs of our students, staff, faculty, and administration.