### I. Team Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Member Type</th>
<th>Email</th>
<th>Contact</th>
<th>Responsible for what part</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Andrien</td>
<td>Primary Team Member</td>
<td><a href="mailto:susan.andrien@marin.edu">susan.andrien@marin.edu</a></td>
<td>7552</td>
<td>Review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carl Cox</td>
<td>Team Member</td>
<td><a href="mailto:carl.cox@marin.edu">carl.cox@marin.edu</a></td>
<td>7423</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joan Risch</td>
<td>Team Member</td>
<td><a href="mailto:joan.risch@marin.edu">joan.risch@marin.edu</a></td>
<td>7332</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Erdmann</td>
<td>Team Member</td>
<td><a href="mailto:john.erdmann@marin.edu">john.erdmann@marin.edu</a></td>
<td>8415</td>
<td>co-wrote with other librarians</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### II. Program Review Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Committee (Chairs)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Schultz</td>
<td>Curriculum Committee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blaze Woodlief</td>
<td>Educational Planning Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laura McCarty and</td>
<td>Facilities Committee Co-Chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Erik Dunmire</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sara McKinnon</td>
<td>Planning and Resource Allocation Committee Co-Chair/Academic Senate President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>Planning and Resource Allocation Committee Co-Chair/Instructional Equipment Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sara McKinnon, Yolanda</td>
<td>Program Review Committee Chair and SLO Coordinators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bellisimo and Anne</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gearhart</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>Student Access and Success Committee Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michael Irvine</td>
<td>Tech Committee Chair</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### III. Vice President of Academic Affairs

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nick Chang</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### IV. Board of Trustees President

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eva Long</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Instructional Equipment
Library-2011

This section will be filled out by faculty and reviewed by the Department Chair, the ARea Dean, the Instructional Equipment Committee, PRAC. Please enter items that will be used over a period of semesters BY STUDENTS...(Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests". Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

Importance:
- 'A' means that your discipline cannot teach your course(s) without the requested equipment.
- 'B' means that your course(s) would be greatly enhanced with the requested equipment.
- 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.
In addition, how many times have you requested this item, but you have not received it?

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Importance</th>
<th>Priority</th>
<th>To Support Annually</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>01</td>
<td>7000 Students</td>
<td>Over $200 Each</td>
<td></td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Enclosed reference space, with dedicated reference desk, at IVC Library for conducting reference interviews and one-on-one teaching of research skills to students and faculty.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$20,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$20,000.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
Wiring for electricity, ethernet, and telephone at desk. Installation of glass wall for enclosing the reference desk so as to abate noise.

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
n/a

Item to be shared with the following Department/Program: (Include any shared expenses)
n/a

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

A dedicated reference space in the library, equipped with desk, telephone, and internet connectivity, is absolutely required for conducting reference interviews and teaching information literacy on the one-on-one level, which is a primary duty of an academic librarian. WASC requires adequate services be provided to students at IVC and specifically mentions a lack library services in their Follow-Up Report (see Recommendation 5). Creating a reference desk area responds to the concerns of WASC and works toward satisfying recommendation #5 of their report.

2. How will the quality of instruction be improved for student learning and success? Is it
necessary for students to succeed in a series of courses?
The quality of instruction will be significantly improved by having a desk at which to conduct one-on-one reference interviews and training with students. Noise abatement by installing a glass partition will allow for dialogue between librarian and student. Internet connectivity is required for demonstrating search skills and other aspects of information literacy.

3. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

Librarians instruct students on how to effectively access, evaluate, and utilize information to successfully complete their academic assignments. Student access will be improved by creating a sufficient environment for this instruction to take place. A desk, computer with internet connectivity, and a telephone are the basic tools required for carrying out this instruction. The IVC library does not currently have a reference desk.

4. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

Even the most basic learning outcomes cannot be achieved without an adequate learning environment in which to conduct training. In terms of one-on-one information literacy instruction, a reference space with desk is required for a librarian to successfully instruct students.

5. Additional Justification for this item:

---

### I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Importance</th>
<th>Priority</th>
<th>To Support Annually</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>02</td>
<td>5000 Students</td>
<td>Over $200 Each</td>
<td>Library KTD</td>
</tr>
</tbody>
</table>

**Description and part number for ordering:**

15 new, additional E-unisol computers for KTD library. E-unisol cost is not known.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost</th>
<th>Tax</th>
<th>Shipping</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**One-time expenses:** (e.g. construction, electrical, installation)

installation by IT.

**On-going Expenses:** (e.g. maintenance, repairs, staffing, and/or upgrades)

Maintenance of E-unisol computers will be greatly reduced from the current very expensive daily repairs of the old computers we are using.

**Item to be shared with the following Department/Program:** (Include any shared expenses)

Library computers are open for use by all students, faculty, and staff at COM.

**Do you have space for this equipment?** Yes

**Justification for Item (See Rating Rubric)**

1. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)

Is this equipment required to meet any local, state or federal Health and Safety Code? If so,
The library is not currently meeting the access needs by students at COM. Adding 15 additional computer terminals will meet student needs. Using the new, E-unisol terminals will simplify IT support and greatly reduce library staff time that is currently expended in trying to resolve problems on old computers.

2. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
Reference desk instruction relies very heavily on these computers, since reference librarians often teach students how to access databases in hands-on ways that also assist students in learning online skills. The current computers are inadequate and require almost constant repair.

3. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
Currently, students often must wait for a working free computer. Instruction given at the reference desk often must be implemented online in order to reinforce learning. Thus, access will be enhanced. See also above.

4. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?
By providing an additional 15 terminals, the library faculty expects improvement in all three of the library SLOs, especially the SLO related to student access. The proposed SLOs for Information Literacy are available at http://www.marin.edu/WORD-PPT/COMInfoLiteracyRubric_Proposal2.0.pdf
We are currently assessing three SLOs at the reference desk: Student ability to access information, student ability to evaluate information and student ability to use information. Our assessment instruments are available at http://www.marin.edu/WORD-PPT/4.StatisticsforCollegeofMarinLibraryKTD.pdf.

5. Additional Justification for this item:
The library currently has some of the oldest computers on campus. The library computers are heavily used and provide the primary access point for students to conduct research on campus. We ask that priority be given to not only replace old computers, but add additional E-unisol computer terminals just as soon as possible.
Technology Requests
Part I : Software
Library-2011

I. Technology/Software Requests
This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Technology Committee, PRAC.

Importance:
• ‘A’ means that your discipline cannot teach your course(s) without the requested equipment.
• ‘B’ means that your course(s) would be greatly enhanced with the requested equipment.
• ‘C’ means that you would like this piece of equipment for your course(s) but can wait for a future academic year.
In addition, how many times have you requested this item, but you have not received it?

<table>
<thead>
<tr>
<th>Importance</th>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>01</td>
<td>5000 Students</td>
<td>Online Subscription</td>
<td>library</td>
</tr>
</tbody>
</table>

Description and part number for ordering. Please include system requirement.
For Library online database subscriptions

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
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<tbody>
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<td>1</td>
<td>$4,000.00</td>
<td>$400.00</td>
<td>$0.00</td>
<td>$4,400.00</td>
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</table>

Type

- College-wide
- Discipline-Specific

License Renewal Library
Out-of-class Assignments

Item to be shared with the followng Department/Program: (Include any shared expenses)

Justification for Item (See Rating Rubric)

1. Is this software required to meet Title 5 and/or Ed Code? If so, how? (Cite code)

   Not Required for title 5.

The librarians strongly recommend adding the JSTOR database to meet student needs and information literacy SLOs related to student access. This is the most requested database by students. JSTOR is a not-for-profit service that helps scholars, researchers, and students discover, use, and build upon a wide range of content in a trusted digital archive of over one thousand five hundred academic journals and other scholarly content. Estimates cost $4,000 per year.

2. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

   Quality of instruction would be improved because students would be able to research their assignments using quality magazines, journals, newspapers and selected reference books. Material accessible via Google searches are not accepted for most academic assignments at the college. To replace periodicals that have been withdrawn from use, the library needs to be able to provide students with access to current, relevant, and vetted information. JSTOR would fill a gap in our current holdings.

3. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

Access to scholarly databases are essential to academic research and student success. All students, faculty and staff would have remote access to this database. This helps meet WASC standards number 3 and 5 for providing our DE (and all) students with remote access to appropriate sources of information.

4. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

Student will be taught to use these databases and assessed utilizing the new Information Literacy Rubric that was recently created by librarians and submitted to the Academic Senate for college-wide acceptance. Student will have the ability to identify relevant and needed information; locate the information; evaluate it and disseminate it in an ethical manner. Information literacy is essential to the academic success of college students.

5. Additional Justification for this item:

The library faculty conduct over 60 classroom orientation and lectures a semester. That is equivalent to well over 1000 students per semester. These students need to be provided with access to high-quality, appropriate sources of information if they are to meet the corresponding SLOs.
Non-Instructional Requests

Part I : Non-Instructional Equipment and Supplies
This section will be filled out by the Department Chair
Library-2011

I. Non-Instructional Equipment and Supplies
This section will be filled out by the Department Chair, and reviewed by the Area Dean, PRAC.

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support Annually:</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td>5000 Students</td>
<td>Other Office Equipment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>New and will be ongoing</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
A networked library Scanner and FAX for student use at IVC. Student will be able to scan documents and have image sent directly to an email account of the student's choice.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>$900.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$900.00</td>
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</table>

If this is an upgrade or replacement, please briefly describe your existing equipment in terms of age and capability or lack thereof:

Item to be shared with the following Department/Program: (Include any shared expenses)
Item can be used by any student, faculty, or staff member at College of Marin.

Justification for Item (See Rating Rubric)

1. Who will use these supplies or equipment?
This item is to be used primarily by students to support research and reduce costs to student associated with needless photocopying. Students will be able to scan documents from hard copy and send the digital file as an email attachment to an address of their choosing.

2. How will access for students be improved?
This scanner will be available at the IVC Library for all students with a need to scan a document. Currently, students do not have access to such a service and requests by students for such service has been documented. This resource is also valuable to students who do not have access to home equipment, as it lets them conduct research more effectively and without cost or hardship.
Faculty Members
Library-2011

I. Program Faculty
Additional Teaching Unit Requests

II. Additional Unit requests for NEW classes or extra sections
(requests for returned units has different process).

<table>
<thead>
<tr>
<th>Specialty</th>
<th>Units/Class</th>
<th>Number of Sections/Year</th>
<th>Existing or New Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Reference Desk and Information Literacy Courses at College of Marin and IVC</td>
<td>10</td>
<td></td>
<td>New Course</td>
</tr>
</tbody>
</table>

To meet Program requirements for the following:
- [ ] Health/Safety
- [ ] Scheduling
- [ ] Title 5/Ed.Code
- [ ] Waitlists

Other:
If it is for a new course, has the outline been submitted and approved by curriculum, UDWC and the Board?

Since we have hired a new librarian, we will be submitting our outlines to the curriculum committee and/or UDWC for information literacy courses.

Justification for new units:
1. Why do you feel this is an important addition to your overall curriculum and/or number of offerings?
2. Is it or will it be required for a degree or certificate?
3. Is it a new state law requirement?
4. How will this improve access, student learning outcomes and success?
5. Do you have evidence to support the need for your request? If so, please explain and/or attach.

We want to develop information literacy courses to meet both state and College of Marin requirements for information literacy/competency for students that want to get an AA or AS degree. Our academic senate and the Chancellors office support an information literacy requirement for community college students. Research skills are essential for every class and for lifelong learning.

Shared Resources: If you have requested additional units that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.

In the past, this course, library 110 averaged 50-60 students per semester. This course need to be update and converted to an online course using the moodle platform.

III. FT Faculty Needs (Please fill this out ONLY if you are stating a need for new full time faculty in your area.)

1. Please indicate if there are NO FT faculty in your discipline. Please provide data regarding the length of time this discipline has been without a full time instructor.

The College of Marin currently has three full time faculty librarians to provide library services across two libraries and support distance education. Title 5 of the California Code of Regulations (§ 58724) contains minimum standards for numbers of library faculty based on student FTES. For the last three years, COM has exceeded 5,000 FTES. Based on Title 5 standards, the library should have two additional positions filled. The library should have one position filled in the 2013 fiscal year and target filling a second position in the following year.

2. Non-availability of part-time instructors in a subject area. Please provide evidence demonstrating the difficulty in finding part-time instructors to teach in the subject area.

The role of librarians is distinct from traditional, mainstream instructor faculty. Part-time librarians have been hired in the past, but the needs of the COM library and Title 5 requirements dictate adding full-time faculty to the library. With another full-time librarian, the library would be able to better staff KTD and the new IVC library.

3. New FT Faculty: How many NEW FT faculty have been hired in past 10 years? Please list each faculty name and the year of employment. If this instructor is shared with another department, please list the equivalent FTE% for your department. Please list instructional equivalencies as necessary and if faculty member was the result of retreat rights.

In January of 2012, John Erdmann was hired as a new FT library faculty member. This is the only new hire in the last ten years.

4. Reduction in department TUs as a result of FT Faculty retirements or other significant causes? Please provide data that illustrates a change in teaching unit allocation as a direct result of FT faculty retirements within your department and how this may change in the coming year(s).

The library has not offered their credit classes for several years now, due to severe staffing shortages in the
library. The current faculty is stretched very thin, especially with the development of the IVC library.

5. Other reasons: Have there been other causes for a reduction in units in your discipline? If so, please explain and provide evidence.

Credit classes in library skills have been suspended until staffing can be increased in order to redevelop these courses through the Curriculum approval process and implement updated versions using various instructional modalities to meet the needs of all students, at KTD, at IVC, and online. John Erdmann plans on developing a new set of library classes for online delivery via Moodle, but this will require that he spend fewer hours on the reference desks at both campuses and online. Moreover, there is still further development for the library, especially if we join MARINet.

6. Changes in Student Demand: Recent or forthcoming growth as a result of added sections due to enrollment demands. Provide evidence that illustrates the need for additional faculty due to increased student demand such as numbers of sections added and/or courses with waitlist totals showing a need for additional sections. What is the % of FTEF for this increase in units? If there has been a decline in student growth, please explain why.

Recent WASC recommended that COM provide similar access to services for the IVC campus and online. More than three librarians are required to provide similar services across both campuses and online. WASC also identified a lack of services for DE students. In total, librarians now need to support all student populations.

7. Current of forthcoming changes that illustrate the immediate need of additional FT faculty within this department. Please outline all relevant circumstances that justify the priority of a FT hire in addition to those already outlined above. Consider changes in the field, changes in the job market and population shifts.

The library at IVC has been identified as needing significant improvements in library services. This places a severe strain on the already understaffed library at Kentfield. The library needs to create and implement updated research courses for both on campus and online students. Librarians need to develop the library's aging physical collection and turn attention toward ebook offerings so as to stay relevant and meet the needs of students in 2012 and forward.

8. Program Review Findings: Indicate what trends you identified in your last program review that support the need for full time faculty hires. Tie these to the department and college mission.

9. Other considerations: Include such information as matriculation needs, changes in student demand or community and job market needs, response to legislation, or rapid growth of the discipline.

10. Shared Resources: If you have requested FT faculty that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.
Non-Instructional Support Staff
Library-2011

I. Current Support Staff
II. Request for additional support staff
(clerical, lab tech, IS, comp tech, tutor, etc.)

<table>
<thead>
<tr>
<th>Purpose:</th>
<th>Type</th>
<th>Approx. hours per week:</th>
<th>To support:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>Full-Time</td>
<td>37.5</td>
<td>5000 Students</td>
</tr>
</tbody>
</table>

Justification: Please address the following areas as applicable. How will it be used? How will instruction be improved for student learning and success? How will access be improved? What student learning outcomes are expected? How will the outcomes be measured? What data or evidence is supplied to support your justification?

The College of Marin currently has four full-time and two temporary part-time library support staff to provide library services across two libraries and support distance education. Title 5 of the California Code of Regulations (Section 58724) contains minimum standards for numbers of library support based on student FTES. For the last three years, COM has exceeded 5,000 FTES. Based on Title 5 standards, the library should have NINE support positions to meet state minimum standards. Based on these findings, the library should add two full-time positions in the 2013 fiscal year and target filling a third position in the following year.

With the addition of the IVC Library, at least two full-time employees are desperately needed to staff that library and support its mission. The duties of this employee would include: circulating items, shelving books, answering telephones, paging, resolving minor issues with technology, issuing library cards, providing information to students on library services, and other duties related to the daily operation of a branch library. This employee would be supervised by the library director but receive direction from a senior employee or faculty librarian.

Shared Resources: If you have requested additional staff that will be used by more than one department, please indicate here. Please indicate which disciplines and/or departments and the number of combined students/faculty or classes he/she would serve. Please indicate how it will improve access or outcomes and if it is needed for health and safety concerns or required by law.

All library staff can be shared across both campuses, to work both in the KTD and IVC libraries.
Program Summary
Library-2011

Instructions: after reviewing your data and reports from all other sections of your program review, use this form to briefly summarize all of the information you have provided by closing with your concluding remarks (e.g. an executive one-page summary) for your entire program review.

I. Assessment of Previous Program Reviews:
1. What resources have you been granted from your previous program reviews?
2. Please assess how these resources have been used to improve access, learning outcomes and student success in your program?
3. What changes have you implemented based on previous program reviews?
4. What results have you found?

II. Requests Summary:
1. Please summarize the main requests you have made in this program review in order of your priority starting with the most important one.
2. Summarize briefly why you want each one.
3. Summarize your overall rationale.

The library has been significantly understaffed for over a decade and the results are evident. Title 5 requires COM to provide five full-time faculty librarians in order to provide adequate information literacy instruction and services to our learning community at College of Marin. Title 5 also requires nine full-time classified staff. COM now has two libraries, which WASC mandates that we staff and provide adequate services for the student population on each campus. It is imperative that additional faculty and staff be hired if the library is expected to meet standards and offer quality services.

The library desperately needs 20 new computers to meet student access needs at the Kentfield Campus Library.

In order to help meet the libraries Student Learning Outcomes, there is significant need to provide our students with access to the most relevant databases. Librarians have identified the JSTOR database as a necessary selection.

Finally, the COM library at Kentfield has a physical collection of books that is woefully out of date. 20,000 dollars is needed to purchase books that meet the needs of our students, so that they can successfully research their topics and develop competency in Information Literacy.

Another avenue of developing our physical (and virtual) collection is by joining the local library consortium known as MARINet. There are numerous financial advantages associated with joining a consortium that includes Dominican University and the public libraries of Marin, but perhaps the most powerful reason is that by doing so, we will be providing our students with access to over half a million titles that would be viewable in a single, online catalog. Requested items would be delivered directly to either campus. MARINet also includes a host of databases, web-based language learning software, and a host of other services. Start up costs for joining have been requested via a WASC funds request, but 4,000 dollars of additional funds per year will be needed to meet our financial obligations and keep us in good stead.

III. Other concluding remarks.
Area Directors and Deans Comments  
Library-2011

1. Please rank the instructional equipment requests, technology requests and other instructional materials requests sections. Please comment especially on any specific priorities without which this program cannot function.

   Reference desk services at IVC are rated #1.
   The 20 e-Unisol computers for KTD are rated #1.

2. Please comment if additional units, faculty, or staff have been requested.

   I approve the request for one additional librarian and 0.5 additional staff. The primary reasons are library development, curriculum development and MARINet.

3. Please itemize expenses currently covered by external funds that may revert back to general funds.

4. Other comments