**Monterey Peninsula College**

Faculty Position Request Form

Year 2010-2011

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| **For Academic Affairs Advisory**  **Group**  **Recommendation** |  | **Date(s) Considered:** | |  | |
| **(To be completed by**  **The Vice President of Academic Affairs)** | | | |
|  | **Recommended to Approve** | | |
|  | **(Indicate Ranking) ⮊** | |  |
|  | **Not Recommended to Approve ⮋** | | |
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| **Explanation:** | | | | | |

**Directions: Complete a separate request for each position. Forms must be signed by the originating Division Chair/Director and the appropriate supervising administrator. Use additional sheets as needed.**

**A. General Information**

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| Position Title: | **Technical Services Librarian** |  | **Check all that apply:** | | |
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|  | New Position | |
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| Department: | **Library** | **X** | Full Time (100%) | |
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| Division: | **Library** | **X** | Replacement: Identical Position | |
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|  | |  | Replacement: Modified Position | |
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| Identify faculty being replaced: | |  |
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|  | Consolidation of Existing Adjunct Positions | |
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| **Review/Approval** | **Date** |

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| Department Chair: |  | **Stephanie Tetter** |  | **10-19-09** |
| Division Chair or Supervising Administrator |  | **Deborah Ruiz** |  | **10-19-09** |
| Dean, Academic Affairs or Student Services |  | **Laura Franklin, Michael Gilmartin** |  | **10-21-09** |
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| All conflicts/disagreements should be discussed prior to submission of this form. In the event the division chair or dean does not support the position, provide reasons: | | | | |
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**B. Description of the Position/Assignment**

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| 1. Describe all aspects of the position, including non-teaching assignments. |
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| The Technical Services Librarian is responsible for the acquisition, cataloging and processing of all library materials. This includes coordinating the selection of materials, ordering all print and non-print materials, maintaining the budgets, keeping the bibliographic database and the Online Public Access Catalog (OPAC), current, and de-accessioning materials. The Technical Services Librarian also provides reference and instruction to students and staff through one-on-one reference interactions, library instruction sessions and credit-bearing library services classes. The Technical Services Librarian trains and supervises other technical services personnel including the FT Library Operations Coordinator and the FT Library Specialist-Tech. Services. This position also provides direction for the library’s archival and special collections, oversees gifts and donations and serves on campus committees. |

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| 2. Aspects of college’s mission being addressed by position: | | |
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|  | **X** | Transfer to four-year colleges |
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|  | **X** | Basic skills instruction |
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|  | **X** | Vocational instruction |
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|  | **X** | Student support services |
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| 3. Is this position categorically funded? |  | Yes |  | **X** | No |

**C. Rationale for the Position**

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| 1. Description of need. Please include information on the effects on your division, the college, and the community of filling the position versus not filling it. |
| Although much of what happens is behind the scenes, the more seamless the acquisition and processing of library materials, the more satisfied the library user is. If we do not fill this position, materials would not be ordered or processed, and students looking for current information would be unable to rely on the materials collections. The current collection needs to be weeded. This position provides 10-12 hours of reference weekly and oversees the budgets which are complex and time consuming. |

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| 2. If this position is new or modified, is it addressed in MPC planning documents, such as the college’s Educational Master Plan, the Division’s most recent Program Review or Program Review Update, and/or the Department’s Action Plan? | | | | |
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|  |  | Yes (Please cite below.) | **X** | No (Please explain below.) |
|  | | | | |
| There has not been time for modification. We do not have a Library Director. The Public Services Librarian, the Electronic Resources Librarian and the Technical Services Librarian are sharing the major responsibilities of that job. We expected that the Library Consultant who was hired in December 08 would look at our jobs and make recommendations about how to reassign duties that would help fulfill the overarching goals of the library. However, the only recommendation that was made at the time was to change the Library Director faculty position to an administrative Assistant Dean position, so we have not looked to the future in how the faculty positions might change. | | | | |

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| 3. Is this position required by external licensure, accreditation, or legal mandates? If so, please explain. |
| No |

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| 4. If this is a CTE position, please provide LMI (Labor Market Information). Is this position recommended by a CTE (Calif. Technical Education) advisory group? If so, please explain. |
| N/A |

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| 5. Program size (To be completed in conjunction with Institutional Research Office): | | | | | |
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| a. | Enrollment history (FTES Credit and Noncredit) | | | | |
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|  | |  | **FTES (Credit)** | **FTES (Noncredit)** |  |
|  | | 2006-2007 | **15.3** | **0** |
|  | | 2007-2008 | **15.56** | **0** |
|  | | 2008-2009 | **19.4** | **0** |

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| b. | FTE | | | | |
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|  | |  | **Full-time** | **Adjunct** |  |
|  | | 2006-2007 | **11.17** | **1.37** |
|  | | 2007-2008 | **11.32** | **1.38** |
|  | | 2008-2009 | **11.78** | **1.65** |

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| 6. Program plans for this and future years |
| Upcoming changes in our integrated library system will necessitate learning new software for acquisitions, catalog maintenance etc. The Technical Services Librarian will oversee training, policy updates, and documentation development for staff in these areas. We also have archival and art collections that need cataloging and scanning to make the materials digitally available. |

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| 7. First two years’ assignment for this position | |
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| a. | Teaching responsibilities: |

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| Fall | 2010 | Spring | 2011 | Fall | 2011 | Spring | 2012 |
|  | | LS 50 (1 unit overload) | | LS 50 (1 unit overload) | | LS 50 (1 unit overload) | |
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| b. | Other duties and/or programmatic responsibilities (i.e. program/curriculum development, program coordination, facilities oversight, outreach, etc.): |
|  | Managing the library budget. |

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| 8. Office/location to be assigned: |
| LTC 226 |

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| 9. Other related resources needed: |
| N/A |

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| 10. Other considerations: |
| Not filling this position would mean a reorganization that would include a further reduction of public hours and would also result in no new materials for the collections.  Activity at the library has measurements that are not solely tied to FTES and are unique on campus. Statistics that indicate the growth of the library program are shown below.   |  |  |  |  | | --- | --- | --- | --- | | **Item** | **2005-06** | **2008-09** | **Change** | | **People Using Facility** | 341080 | 372094 | 9.09% | | **Current Cardholders** | 17677 | 25791 | 45.90% | | **Online Catalog Use** | 123608 | 156021 | 26.22% | | **Computer Usage Sessions** | 280512 | 436674 | 55.67% | | **Reference Interactions** | 27617 | 42484 | 53.83% | | **Instructional Sessions** | 116 | 125 | 7.76% | | **Total Circulation Transactions** | 88284 | 127217 | 44.10% | | **Database Use** | 174676 | 229734 | 31.52% |   It is especially notable that the growth is in spite of reducing hours the library is open to the public by 13%.  The program has expanded significantly with a rate of growth much greater than the overall college enrollment. Clearly, the program needs leadership.  Although initially the library was not a source of high enrollment, the establishment of the Information Competency & Literacy graduation requirement has resulted in increased numbers of FTES in departmental courses, all of which are taught online.  In Fall 2009, the library is offering 10 sections of “Introduction to Information Competency & Literacy” (LIBR 50), 1 section of “Internet Literacy” (LIBR 80), and 1 section in the Family Research Studies series (LIBR 60). |