

Chapter 5: Program Initiatives to Improve Performance

“How do you propose improving future performance?”

**When proposing an initiative(s), use the following structure for each initiative proposed:*

Initiative Title – New Library Staff

Priority 3

➤ **Describe Initiative**

It is the purpose of this initiative to improve access for students, faculty, and staff to library services and instruction through the addition of faculty and classified staff. This request is for the addition of .5FTE Library Assistant (classified), .5FTE Reference Assistant (new classification, Classified,) and 1.0FTE Librarian (faculty)

- Add one .5FTE Library Assistant (Classified). As the library collection expands to incorporate diverse formats, the circulation, shelving, and maintenance of these materials falls to the staff in the Circulation department. Handling multiple formats, due dates, overdue charges, etc., increases the workload for current staff. So, too, does the additional demand for assistance created by the availability of class registration over all library computers, and the increase in course reserves and online courses over the past few years.
- Add .5 FTE Reference Assistant (new classification – classified staff) The library currently has 2.6 FTE faculty to staff the reference desk 4 hours/day, develop the library’s print, non-print and electronic collections, teach a 3-credit class, provide orientations to classes upon faculty request, act as liaison to instructional faculty, provide outreach to other Lane campuses and CLC’s, and develop assignments. Their workload is already heavy, and this will only be exacerbated by our attempts to achieve compliance with accreditation standards 2 and 5 requiring the library to have more extensive and formal connections with students and faculty. The lack of staffing is most obvious when a class is being taught, as this leaves the reference desk entirely unattended during the period of instruction. Individual students are without any assistance during that time. A reference assistant, who staffed the reference desk during peak hours, would do much to ameliorate both the plight of the students and the workload of the faculty librarians.

This new classification would be comparable to the faculty librarian as the Student Advisor is to the Counselor.

- Add 1.0 FTE Reference Librarian (additional Faculty). As noted above, the workload of faculty librarians is already heavy, and there is no opportunity for innovation or depth. The addition of another reference librarian would help us develop expand programs and services, and build a web presence to serve the entire College community and service area. Examples of projects that should be done, but which cannot currently be accomplished, are: thorough examination, expansion, and diversification of the library’s collection, development of course specific web pages and library assignments, purchase of materials supportive of new and revised courses/programs, development of one-credit information literacy component to required courses, distance learning web site, and online information literacy tutorials, seminars in collaboration with workforce training and Lane ESD, redesign of library web site, seamless integration of online resources.

➤ **Describe the resources needed**

Funding for personnel and OPE

➤ **List the possible funding sources**

Lane Community College
Unit Planning Template: Instruction

Funding Sources: The library has a small budget for substitute librarians, and a small budget for summer overload, which may be used to partially fund this request. The rest would have to come from additional General Fund monies. This project can be partially funded – any additional position would be helpful. Priority order is: (1) .5FTE Reference Assistant (2) 1.0FTE Librarian (3) .5FTE Library Assistant.

- **Provide ORG & PROG codes**
 - **Classified Staff – 111100-525001-520300-210000**
 - **Faculty – 111100-525001-540500-210000**
- **How does this project articulate with the college's vision, mission & goals and contribute toward meeting the President's/Board's approved goals?**

Strategic Directions: Approving this initiative would support the direction of transforming students' lives by providing exemplary and innovative teaching and learning experiences and student support services, and would position Lane as a vital community partner for creating a learning workforce in a changing economy. It would also support the direction to transform the college organization by building organizational capacity and systems to support student success and effective operations.

Mission: This initiative would enhance the quality of the opportunities for all types of students.

Core Values: This initiative supports all core values: recognizing and respecting the unique needs and potential of each learner, fostering a culture of achievement, welcoming diversity, support creativity, responding to demographic changes, collaboration and partnership with community, and accessibility.