1. Assessment Plan - Three Column

PIE - Library & Learning Resources: Library Service Unit

Narrative Reporting Year

2019-20

Contact Person: Romelia Salinas, PhD
Email/Extension: rsalinas12@mtsac.edu / x5607
Summary of Notable Achievements: Migrated to remote library services due to COVID-19 pandemic.
Worked with IT, Student Services, and Non-Credit to checkout over 3000 laptops and hotspots to students to support remote instruction and learning.
Went live with new Library Services Platform in October 2019.
Replaced 200 chairs in the Library main reading area.
Purchased new furniture for the Quiet Study room.

Program Planning (Equity, Retention and Success): Worked with IT, Student Services, and Non-Credit to checkout over 3000 laptops and hotspots to students to support remote instruction and learning.
Mounted exhibits in collaboration with Equity Center units (ASPIRE, REACH, etc)
Implemented digital course reserves to support students who need access to reserve collection textbooks during COVID-19.
External and Internal Conditions Analysis: COVID-19
Migration to new Library Services Platform
Critical Decisions Made by Unit: TECHNOLOGY DISTRIBUTION SUPPORT
The Library supported the campus Promise Plus initiative, Student Equity, Non-Credit by cataloging and lending out laptops and hotspots to students for a semester long checkouts to provide access to technology as students moved to online courses.

DIGITAL COURSE RESERVES

Contributors to the Report: Cesar Barragan
Amber Sprague
Laura Yin
Brandy Cape
Rosie Higuera
Bieu (Bill) Le
Dennis Ramos
Wendy Shen
Barbara Soriano

Christine Gerloff
Abigail Morales
Carolina Perez

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
Facilities and Technology - Provide a comfortable, adaptable, and safe learning environment that is large enough to support the diverse educational and technological needs for the entire Mt. SAC community and Library staff. **Status:** Active **Goal Year(s):** 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 **Date Goal Entered (Optional):** 05/25/2017	**In Progress -** Support Additional full-time painter ***Lead:** Associate Dean of Library and Learning Resources **What would success look like and how would you measure it?:** Addition of at least one additional painter to address the painting needs of the Library and throughout the campus. **Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees. **Planning Unit Priority:** Low	**Reporting Year:** 2019-20 **% Completed:** 25 Although the study rooms were painted over the summer, the rest of the Library, both inside and out still needs to be done. New paint and colors will create a nicer, cleaner, environment and be more welcoming for students. An attractive Library shows students that the campus values the Library and its services. (04/20/2020) **Reporting Year:** 2018-19 **% Completed:** 25 Library had some small painting projects completed. The Library is in need of larger painting projects but the limited availability of painters requires a long wait for services to be provided. (04/20/2019)
	In Progress - Support additional full-time custodial support ***Lead:** Associate Dean of Library and Learning Resources **What would success look like and how would you measure it?:** Addition of custodians to maintain a clean and welcoming learning environment for a two-floor building that serves, on one floor only, over a half million visits each year and is open 7-days a week for extended hours. Daily vacuuming of carpet. Weekly or monthly dusting. **Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees. **Planning Unit Priority:** Medium	**Reporting Year:** 2019-20 **% Completed:** 0 The Library needs ongoing shelf, carpet and furniture cleaning which the current custodial staff is unable to provide regularly due to staff limitations. (04/20/2020)
	Request - No Funding Requested -	**Reporting Year:** 2019-20

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
	Create children's collection reading alcove ***Describe Plans & Activities Supported (Justification of Need):** New signage and labeling will be selected and installed. ***Lead:** Romelia Salinas, Chisa Uyeki, Laura Yin, Suzanne Maguire **What would success look like and how would you measure it?:** Moved children's collection and reading area to vacated reserve collection space in northeast corner of the library with child-appropriate shelving and furniture Completed area for children's books to be located in a dedicated area away from heavily used walkways and eliminates the need for children to sit on the floor in the path of students coming and going Improved facilities for the children's collection, which supports students in the Child Development program and Teacher Preparation Institute (TPI) as well as provides reading resources for faculty, staff, and student families Improved children's reading area that highlights a collection of award-winning titles such as the Caldecott Medal, Newbery Medal, Pura Belpre Medal, and Coretta Scott King Award Enhanced children's reading environment that facilitates and supports the interactive nature reading Completed modifications include: • Patched and painted walls with cheery, attractive paint	**% Completed:** 75 In order to use the existing space from the Old Reserves more efficiently, the library decided to re-configure and skillfully change the layout and use of the space. By keeping the existing built in shelving the library was able to save time and funding into this project. Tables and old seating were removed and we transferred all the children's books that were located next to the reference area into those existing shelves. Once the books were transferred in we got started on creating a better more open floor plan to better adjust to the needs of patrons and patrons with children. Furniture was selected and ordered to meet the needs of this new open space. Once the library received the furniture and placed it, the only two remaining things to complete this project it the ordering of the signage and placement of it. (06/30/2020) **Reporting Year:** 2018-19 **% Completed:** 75 The collection was moved into the vacated reserve collection space. Appropriate furniture was purchased for the area. Signage still needs to be selected and installed. (05/10/2019) **Reporting Year:** 2017-18 **% Completed:** 50 The children's collection was moved to a new location apart from the main shelves to create a separate space. The books were relabeled with brighter labels and organized on the shelf in a manner to showcase the books. A sofa, a coffee and some ottomans were purchased to be place in that area. Area still needs to have more appropriate signage and decorations to be purchased. (05/18/2018) **Related Documents:** children's outtaman.pdf children's sofa.pdf children's table.pdf Children.docx

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
	• Added child-friendly signage and seating • Added appropriately sized books cases for children on three walls **Type of Request:** FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas. **Planning Unit Priority:** Low **Request - Full Funding Requested -** Quiet study room furniture ***Describe Plans & Activities Supported (Justification of Need):** Furniture in the quiet study area will be replaced with seating that is appropriate for individualized studying. We were able to buy some appropriate seating this year but only for half of the space. ***Lead:** Associate Dean of Library and Learning Resources **What would success look like and how would you measure it?:** Appropriate seating would be selected for students who need individualized quiet study space. **Type of Request:** INSTRUCTIONAL EQUIPMENT: Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over $500. **Planning Unit Priority:** Medium **One-Time Funding Requested (if applicable):** 50000 **Total Funding Requested:** 50000	**Reporting Year:** 2019-20 **% Completed:** 50 The Library received $20,000 from a donation in 2018-2019, $20,000 from the current year's instructional equipment funds, and the combination of Division and Library funds of $12,650. The total of $52,650 funds to purchase 8 single booth chairs, and 18 carousels seatings with divider including 2 accessible seating with adjustable height electronically. With this replacement done, we still need to purchase some more furniture to complete this project. We are anticipating $50,000 needed for the remainder of the project. (06/30/2020) **Reporting Year:** 2018-19 **% Completed:** 50 Different seating options were furthered explored with facilities staff. The Library recieved $20,000 as a donation to go towards this furniture. (05/10/2019) **Reporting Year:** 2017-18 **% Completed:** 75 Research was conducted on what type of furniture was best suited for a quit study area (attached report). Recommendations and additional resource webpages will be consulted to inform future furniture purchases and configurations. (05/21/2018) **Related Documents:** quiet study.report.docx

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources

Related Documents:

Bldg06_2019-08-21.pdf

Request - Full Funding Requested - Reconfigure information desk to create a student-friendly reference and research area conducive to instructional interactions that increase student success and equity and is ADA compliant

*Describe Plans & Activities Supported (Justification of Need): space design support, furniture, IT and construction support to remove and relocate network/power lines.

*Lead: Associate Dean of Library and Learning Resources

What would success look like and how would you measure it?: All students, including those in wheelchairs, will have a more approachable and accommodating experience in seeking assistance at the information desk.

Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.

Planning Unit Priority: Medium

One-Time Funding Requested (if applicable): 140300

Total Funding Requested: 140300

Related Documents:

2019-06-07_Bldg06-Rm200_Reference Desk Remodel_PIE Budget.pdf

Reporting Year: 2019-20
% Completed: 0
No funding was received. (06/30/2020)

Reporting Year: 2019-20
% Completed: 0
Funding was not secured. (04/20/2020)

Reporting Year: 2018-19
% Completed: 0
Funding was not secured. Conversations with staff in Facilities have continued. (05/10/2019)

Reporting Year: 2017-18
% Completed: 0
Funding was not secured. Conversations with staff in Facilities have taken place and and initial design was produced. However, the design needed some refinment to meet the needs for the librarians to better service all students. Work on the design will continue to be refined and furniture will be selected during the 2018-19 year. (05/29/2018)

In Progress - Paint exterior and remaining interior of library.
*Lead: Associate Dean, Library & Learning Resources

Reporting Year: 2019-20
% Completed: 25
Although the study rooms were painted over the summer, the rest of the Library, both inside and out still needs to be

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
	What would success look like and how would you measure it?: The Library building will look attractive and clean. **Planning Unit Priority:** Medium	done. New paint and colors will create a nicer, cleaner, environment and be more welcoming for students. An attractive Library shows students that the campus values the Library and its services (06/30/2020)
		Reporting Year: 2017-18 **% Completed:** 25 Some old signage in the library was removed and the walls were repainted. Painting the front entrance and other areas inside the library will continue. (05/29/2018)
	Request - Full Funding Requested - 2nd Overhead Book Scanner & Height Adjustable Table ***Describe Plans & Activities Supported (Justification of Need):** The overhead scanner will better meet the needs of students and will help to protect the condition of the Library books. The overhead camera eliminates the need to turn the book upside down and press it flat to make a quality copy. Users can see the pages that are being scanned so it takes the "guessing" about whether the page is lined up correctly on the plate of the photocopier. Since no pressing is required the spine of the book is not weaken nor broken extending the life of the book. Furthermore, students will not have to pay for photocopies which will provide more equitable access to all our students. ***Lead:** Associate Dean **What would success look like and how would you measure it?:** An option for students who can not afford to pay for photocopies or prefer digital files over paper will be provided in the Library **Type of Request:** INSTRUCTIONAL	**Reporting Year:** 2019-20 **% Completed:** 0 no funding was secured (06/30/2020)
		Reporting Year: 2018-19 **% Completed:** 100 Launching KIC scanner technology as part of our library service introduces scanning free of charge to students, directly having a positive impact on student success by increasing access to reading and textbook materials free of charge. KIC scanner technology allows students to save to a flash drive, send scans via email, and create a QR code, which uploads scans to the MyDocs app on a personal device, allowing for study material portability. Study material portability will promote "on the go" study sessions translating to student academic engagement. The KIC formatting features will extend resource services to Access students as well, features that include: editing of resolution, brightness/ contrast, cropping of images, that can be save as PDF, jpg, png, or rich text; will make reading material more accessible. Library service introduction of KIC technology will prove a valuable tool in students lifelong learning. (05/13/2019) **Related Documents:** Over Head Book Scanner.docx

EQUIPMENT: Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over $500.

Planning Unit Priority: Medium
One-Time Funding Requested (if applicable): 12000
Total Funding Requested: 12000
Related Documents:

[Over Head Book Scanner.docx](#)

[DLSG - Digital Library Systems Group.pdf](#)

Request - Full Funding Requested - Southside Library Doors
*Describe Plans & Activities Supported (Justification of Need):
The doors on the southside of the Library were opened for use last year. This change facilitated access into the library and to the ASAC from the Library . It also provided access to the restrooms located on the southside (doubling the number of restroom stalls) and to the library annex study area. Since the doors are fire doors they need to be connected to the fire alarm system and signage in the building needs to be updated. A recarpeting of the floor area coming into the Library also needs to be done.
*Lead: Romelia Salinas
What would success look like and how would you measure it?:
Students will be able to access the library from both sides of the building. It will be easier for students to move from the Library to the

Reporting Year: 2019-20
% Completed: 0
No funding was secured. (06/30/2020)

Reporting Year: 2018-19
% Completed: 25
This project was not funded this year. The need for the fire alarm system to be connect to the doors and the re-carpeting of the floor remains. (05/28/2019)

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources

Learning Assistance Center on the first floor.

Type of Request: FACILITIES: This section includes minor building improvement projects and alterations to specific rooms or operational areas.

Planning Unit Priority: High

One-Time Funding Requested (if applicable): 18400

Related Documents:

southside doors.pdf

Request - Full Funding Requested - Furniture for Silent Study area

*Describe Plans & Activities Supported (Justification of Need): Students have been asking for a silent study area in the library for years. Last year room 6-222 was re-purposed at a silent study area. Currently the furniture in that room is not serve the needs for a silent study space.

*Lead: Romelia Salinas

What would success look like and how would you measure it?: Students would be provided with furniture appropriate for silent study.

Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over $500.

Planning Unit Priority: Medium

One-Time Funding Requested (if applicable): 46000

Reporting Year: 2019-20
% Completed: 0
Funding was not secured. Conversations with staff in Facilities have continued. Furniture will be designed and selected during the 2020-2021 year. (06/30/2020)

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources

Related Documents:

[2019-06-07_Bldg06-Rm222_silent_Study_Room_PIE Budget.pdf](#)

Request - Full Funding Requested - Student table chairs

*Describe Plans & Activities Supported (Justification of Need): Replace 110 outdated and worn chairs that students use to study at tables.

*Lead: Romelia Salinas

What would success look like and how would you measure it?: Students will have use of more comfortable and ergonomically suitable seating.

Type of Request: INSTRUCTIONAL EQUIPMENT: Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over $500.

Planning Unit Priority: High

One-Time Funding Requested (if applicable): 35000

Total Funding Requested: 35000

Related Documents:

[Bldg. 6_Library_Additional Allsteel Inspire Chairs_10.05.2018.pdf](#)

Reporting Year: 2019-20
% Completed: 75
200 chairs were replaced in the main reading area. Students now have clean and more comfortable chairs to sit while studying and using the library. There is still a need for an additional 110 chairs to be replaced. (06/30/2020)

Staffing & Development - Support student success and ensure access by providing appropriate levels of staffing and continuous professional development of classified staff.
Status: Active
Goal Year(s): 2016-17, 2017-18, 2018-19, 2019-20, 2020-21

In Progress - Implement a professional development program for Library staff
*Describe Plans & Activities Supported (Justification of Need): Creating a process for staff to provide direction on what training they feel they need. Coordinate the

Reporting Year: 2019-20
% Completed: 75
In the 2018-2019 report, the staff and faculty attended a webinar to preview the new Library system Alma. Alma is a State-funded library system; Mt SAC Library was chosen to participate. This training still ongoing. We are working with other institutions, conducting and training out-side school or on campus. This plan has been postponed due to COVID-

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
Date Goal Entered (Optional): 06/08/2017	trainings most in demand. ***Lead:** Associate Dean, Wendy Shen **What would success look like and how would you measure it?:** Staff will participate in workshops that will provide them with new skills and/or information to keep current in the field. **Planning Unit Priority:** Medium	19 pandemic "safer at home" order by the State Governor. The "Sexual Harassment" training is becoming a campus-wide mandatory requirement. It will be done individually through POD. The other two projects: Dealing with difficult students/situations and communication in the workplace. They will be planned shortly after the pandemic is over. (06/30/2020)

Reporting Year: 2018-19
% Completed: 75
The survey results showed five topic areas in which the staff shown an interest. We completed two projects on August 20, 2018, which were Emergency Response and Evacuation Plan and Active Shooting Training. The workshop/training educated the staff and faculty about evacuation plans, knowledge skills, and adaptive reactions during an active shooting. In September 12-13 2018, the staff and faculty attended a webinar to preview the new Library system Alma. Alma is a State funded library system; Mt SAC Library was chosen to participate. The other two projects: Dealing with difficult students/situations and communication in the workplace, they will be planned in the near future. (05/14/2019)

Reporting Year: 2017-18
% Completed: 25
An online survey was prepared and administered in May of 2018 in order to allow staff to provide input on what areas they were interested in receiving additional training. The survey was sent to all classified library staff. The results were compiled and training sessions will be scheduled to meet the needs for the staff. (06/05/2018)
Related Documents:
Classified Staff POD Survey.pdf

Staff Professional Development Survey Results.docx

Request - Full Funding Requested - 12 month, part-time Library Technician position
*Describe Plans & Activities Supported (Justification of Need):

Reporting Year: 2019-20
% Completed: 0
not funded. (06/30/2020)

Reporting Year: 2018-19
% Completed: 0

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
	Hire a 12 month, part-time (47.50%) Library Technician to support the hours of operation that have been added over the course of the last few years. In addition, with the extending of services into the Library Annex and the Silent Study room staff will have be moving around the Library more that before requiring more overlap in scheduling during high use times of the day. Currently, short term hourly employees are hired to support some of the added hours and comp or extra pay is given to full-time staff when needed to meet the hours of operation. ***Lead:** Romelia Salinas **What would success look like and how would you measure it?:** Hours of operation will be staffed without having to hire short-term hourly or pay comp time to full-time staff. **Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees. **Planning Unit Priority:** High **On-Going Funding Requested (if applicable):** 26921 **Related Documents:** 2019-01-31-ez-salary-librarytech.xlsx **Request - Full Funding Requested -** Funding to increase 10 month 47.9% Library Tech position to 12 months. ***Describe Plans & Activities Supported (Justification of Need):** Convert a current 10 month (47.9%) Library Technician position to a 12 month position. This will help to better staff the circulation desk due to the extending of library hours	Position was not funded. Will resubmit for funding consideration. (05/14/2019)

during the summer months, as well as to work on summer projects. Year round support is a necessity if we are going to be able to meet these growing demand of access to the library.

*Lead: Romelia Salinas
Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.
Planning Unit Priority: Medium
On-Going Funding Requested (if applicable): 4487
Related Documents:

2019-01-31-ez-salary-librarytech.10month.xlsx

2018-19_EZSalaryProjection.librarytech.xls

Request - Full Funding Requested - Library Director
*Describe Plans & Activities Supported (Justification of Need):
The Library has been a 7-day operation for several years with 13 classified staff and 8 faculty members. The LLR Associate Dean's role is for the whole division while being the direct manager for the library's day-to-day operations. A library director is needed to provide timely support to library faculty and staff in all of the library's operations, planning, and participation in multiple college-wide initiatives. Four years ago, the need for a library director was articulated in our division PIE, and at that time, the division also requested a Director of Distance Learning. We were told we

Reporting Year: 2019-20
% Completed: 0
no funding secured (06/30/2020)

would not get both; we'd get one. The need for both has been urgent, so we went for an associate dean, but the underlying need remains critical.

*Lead: Romelia Salinas

What would success look like and how would you measure it?: The library's day-to-day operations across 7 days and 5 evenings would have the critical support faculty and staff need especially as the library is the hub of so many student equity and success initiatives. Just to keep up with all the new library initiatives means keeping track of all the details, and as the library implements the new library services platform and plans a new library building, a library director's on-the-ground engagement with librarians and staff would be at the responsive level it needs to be.

Type of Request: STAFFING: Requests for permanent employee positions or temporary/hourly employees.

Planning Unit Priority: Medium

One-Time Funding Requested (if applicable): 135000

Total Funding Requested: 135000

Informational and Technical Support
- Provide appropriate and timely informational and technical support to library users.
Status: Active
Goal Year(s): 2017-18, 2018-19, 2019-20, 2020-21
Date Goal Entered (Optional): 06/08/2017

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
Collection Access - Maintain and facilitate the development and access to the library collection on a continuous basis to support the college curriculum and life-long learning goals. **Status:** Active **Goal Year(s):** 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 **Date Goal Entered (Optional):** 06/08/2017	**In Progress -** Streamline technical services workflow ***Lead:** Staff, Associate Dean, Collection Development Librarian **What would success look like and how would you measure it?:** Services and systems will function as needed to improve the technical services workflow. **Type of Request:** OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD. **Planning Unit Priority:** Medium	**Reporting Year:** 2017-18 **% Completed:** 100 During the past year the Technical Services team has gone through onsite training with representatives from OCLC to better utilize the WMS Library System. The team has also been working with the Collection Librarian to try and work out some of the bugs in the system that do not translate well with the current book ordering system YBP / Gobi. The OCLC representative gave feedback on assignments and functions, as a result, there were some changes made to the current set up and the responsibilities of each team member. These changes have more clearly defined which direction the workflow should be heading and what each team members responsibilities are in the process of ordering, receiving and cataloging of Library materials. We were able to complete the invoices for the 2016 – 2017 Fiscal year and are currently working on the 2017 – 2018 Fiscal Year invoices. (06/05/2018)
Sustainability - Develop sustainability goals for the library that aligns with the College's core value and supports the campus climate action plan. **Status:** Active **Goal Year(s):** 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 **Date Goal Entered (Optional):** 09/01/2016	**Report directly on Goal**	**Reporting Year:** 2018-19 **% Completed:** 100 Ten Dyson Airblades hand dryers were installed throughout building 6 in the public restrooms during winter break 2018. They are energy efficient, consistent with green environment for LLR building. (05/28/2019)
Outreach and Engagement - Critically engage students, staff, and faculty by surveying, promoting, disseminating, and informing the college community about library services, collections, and curriculum **Status:** Active **Goal Year(s):** 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 **Date Goal Entered (Optional):**	**In Progress -** Annual library survey ***Lead:** Associate Dean **What would success look like and how would you measure it?:** Input from various Library user groups will be collected and analyzed. **Planning Unit Priority:** Medium	**Reporting Year:** 2018-19 **% Completed:** 100 This year the library received feedback on the new seating provided in the library. In addition, it has recently started collection feedback on the laptops now being checked out at the circulation deks. (05/28/2019) **Reporting Year:** 2017-18 **% Completed:** 100 The Library Services Student Survey was conducted from Dec 2017-Jan 2018 by asking students who had recently

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
05/25/2017		used the Library (defined as having checked out a book) how they perceive the service they received using the Library. Students were asked about their overall satisfaction, if they felt Library staff were helpful, and if the visit met their expectations among other questions. Additionally, students were provided with a space to provide additional comments about the Library. (06/05/2018) **Related Documents:** [Library Services Student Survey Report 20180321.pdf](#)
	In Progress - Expand Library Display & Exhibit program ***Describe Plans & Activities Supported (Justification of Need):** Supplies needed to mount library exhibits and displays. ***Lead:** staff, librarians, Associate Dean **What would success look like and how would you measure it?:** Library & Exhibits Committee will establish procedures and criteria for soliciting and selecting exhibits to be showed-cased in the Library. A schedule of exhibits for the academic year will be set. **Type of Request:** SUPPLIES AND MATERIALS: Instructional supplies and materials are items to be used by students, faculty and other personnel in connection with an instructional program, less than $500. **Planning Unit Priority:** Medium **One-Time Funding Requested (if applicable):** 500 **Total Funding Requested:** 500	**Reporting Year:** 2018-19 **% Completed:** 100 This year the Library had its first set of organizations mount exhibits in the Library. Some of the exhibitors were Arise and Reach (05/28/2019) **Related Documents:** [Images from Library Exhibits in 2018.docx](#) **Reporting Year:** 2017-18 **% Completed:** 100 The Mt. SAC community can now share and showcase their work and interests in the library. Each exhibit supports the goals and mission of the college and the library, giving our college community a chance to promote interest in events, clubs and works on campus, and bringing people into the library. A committee containing both faculty and classified staff, created a mission statement http://mtsac.libguides.com/exhibits , and a map with locations and dimensions http://mtsac.libguides.com/exhibits/calendar along with a calendar to check for exhibit schedules. The committee constructed guidelines http://mtsac.libguides.com/exhibits/guidelines and created an entire process for exhibitors to be able to apply http://mtsac.libguides.com/exhibits/process and knowledgably be able to fill out the online application form http://mtsac.libguides.com/exhibits/apply. The committee during this process worked with other academic libraries who host exhibits such as CSUF. They also created promotional materials and budget for necessary items. The

Unit Goals	Resources Needed	1. Where We Make an Impact: Closing the Loop on Goals and Resources
		with a campus committee on a possible exhibit. (06/05/2018) **Related Documents:** LibraryExhibitCommittee_LaunchFlyerDraft.pdf