

IMMEDIATE NEED REQUEST

2014 - 2015

Requested by: (Unit, Department, Division or Vice President)

Location	(Fill-in)	Reviewed By (Signature):	Date to VP: 2-Jul-14
Department or Unit:	Library	LeAnn Garrett, Chair	Date to Cabinet:
Division:	Library & Learning Resources	Meghan Chen, Dean	Outcome:
Vice President:	Dr. Irene M. Malmgren		

Budget Request(s) (List in Priority Order)	Justification for Request(s)	Funds Requested **			Funding Approved
		Amount	One-time	Ongoing	
1.	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function. As the college is expected to grow FTES, and as Summer 2014 grew 40%, hourly librarians are needed to restore lost hours at the reference desk and conduct workshop instruction to meet the gaps left by five years of reductions to the Library's hourly librarian budget. Since 2009-10 academic year, the library has had a \$12,000 reduction, causing the loss of 20 hours per week of library hours in summer and winter intersessions. Since the Library is an instructional department and an extension of the classroom, all hours the library is open must be supervised by a librarian. Title 5 section 58724 Minimum Standards for Libraries and Media Centers provides guidelines for the number of full-time librarians per FTES, which for 30,264 FTES in 2011-12, is roughly 17.5 full-time librarians. With the anticipated increase of classes to be offered in 2014-15, it is necessary to augment librarian support for students.	\$12,000	X		
Account Number(s):					
3.					
Account Number(s):					

** Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.