

FY 2002-2003 LIBRARY REPORT

Overall, FY 2002-3 has been a very positive year for the library.

LIBRARY EVALUATION

The Southern Association of Colleges and Schools (SACS) requires that the college evaluate the library in terms of the college's mission and the needs of its educational programs. The Association of College and Research Libraries (ACRL) standards are one way of helping librarians, administrators and advisory committees evaluate the level of service being provided. Texas State Technical College Harlingen uses ACRL Standards for a college with a full-time equivalent enrollment between 1,000 and 2,999 students. The 2002-3 FTE enrollment at TSTC Harlingen was 2,435 students.

SERVICES

Throughout 2002-3, the Library conducted 89 group orientations.

New services offered by the library include providing proctored exams for Distance Learning students during evenings and weekends, additional software packages to support technical programs (Circuit Maker, Virtual Basic and AutoCad) and a Virtual Tour on the library's Web site.

LIBRARY COLLECTION

The library added 4,621 new items, and the collection reached 34,640 volumes. We have just finished the fourth year of our six-year plan detailed in the Library Seven-Year Allocation Plan Report to SACS to bring the collection into compliance with ACRL standards. Though the collection remains somewhat below the ACRL recommendation of 40,000, the college is committed to the ongoing improvement of its holdings to 41,457 by the end of FY 2004-5. Despite statewide budget cuts, the library's acquisition budget remains fully funded in FY 2004-5.

An online form has been provided as an additional method for faculty and staff to recommend new purchases.

The library's 300 subscriptions to periodicals do meet the ACRL standards. Access to professional journals is especially important for students and faculty in our technical programs. An online form for the evaluation of a periodical and recommendation for adding a periodical is being tested. The library's collection of periodicals is supplemented by access to a substantial collection of online periodicals,

most of them provided through our membership in TexShare, a statewide library consortium. These online databases provide access to the full text of thousands of periodicals.

ACRL Standards for Size of Collection for a Single Campus:

FTE Students	Volumes	Current Serials Subs	Video & Film	Other Items*	Total Collection
1,000-2,999	40,000-60,000	300-600	400-800	5,100-8,000 *includes microforms, cartographic, graphic, audio, and machine-readable materials	45,800-69,400

TSTC Harlingen:

FTE Students	Volumes	Current Serials Subs	Video & Film	Other Items	Total Collection
2,435	34,640	300	[see volumes]	1,763	36,694

LIBRARY STAFF

Excellent replacements for departing personnel were hired: Elizabeth Alvarez as a new departmental secretary and Josie Rodriguez as a new lab assistant.

Once again, ACRL standards are used by TSTC Harlingen to evaluate the level of staffing at the library. Below are the ACRL standards for staff, followed by the TSTC Harlingen level of staffing.

ACRL Standards for Staffing:

FTE Students	Administrators	Professional	Technicians	Other Staff****	Total Staff
1,000-2,999	1	3 - 5	3 - 6	3 - 6	10 – 18

TSTC Harlingen Staffing Level:

FTE Students	Administrators	Professional	Technicians	Other Staff	Total Staff
2,435	1	2.5	4	3	9.5

This would seem at first to indicate a shortage of personnel (by .5), but note that "media services, learning development, reprographic services, professional materials services, video production, graphics production..." are services that the ACRL assumes to be part of a Learning Resource Center. At TSTC Harlingen these services are provided by other college units, such as the Instructional Media Center and Printing Production. In response to our technical mission, "learning laboratories" with lab assistants are available in virtually every instructional building of the college. Taking this broader view, our students and staff are well-supported by a substantial number of service-oriented personnel. For comparison, note that the TSTC Waco campus with similar enrollment and mission employs 5 professionals and 5 support staff.

There are currently 2.5 professional librarians (ALA-accredited) and an automation librarian with a Bachelor=s degree in Computer Science who is working toward his Master=s degree. Four lab assistants provide support for students utilizing the library=s 60 PC=s and 15 laptop computers. Three departmental secretaries assist students in utilizing the collection, offer help accessing information, and provide clerical support.

It is anticipated that an additional lab assistant will be hired when the new LRC opens in January 2004 which will bring the total staffing level into compliance with ACRL standards.

LIBRARY BUDGET

As in other areas, the ACRL standards are used for evaluating the budget level at the Library. Below is the ACRL standard, followed by the TSTC Harlingen library budget.

ACRL Standard for Budget:

Learning Resources Budget as % of Educational & General Expenditures

Minimum: 6%; Excellent 9%

TSTC Harlingen Library Budget:

E&G total for FY 2004: \$23,499,284

Acct. total for Library: \$568,748

% of E&G: 2.4%

While it appears that the percentage of the total budget is less than required, the following comments suggest otherwise.

ACRL commentary states, "The mission statement and annual objectives form the basis for the program budget. Stable and consistent funding for acquisitions based on an approved collection development policy is necessary for effective service. Inconsistent funding is the most detrimental element in the development of learning resources collections."

A further commentary states, **A formula using a dollar figure per full-time student equivalent provides a more stable basis for planning collections and services than using a percentage.**

Using the results of the ACRL formula, **TSTC=s expenditures are 57% over the minimum recommended level and 35% below the excellent level.** It should also be

noted that some elements, like postage and telecommunications, do not come from the library=s budget.

COOPERATIVE AGREEMENTS

TSTC Harlingen has two cooperative agreements. Membership in TexShare substantially increases the library collection through online databases, net Library, GaleNet literary criticism, BigChalk's e-library classic, EbscoHost Web, Infotrac Newspapers and OCLC's ArticlesFirst, PapersFirst, ProceedingsFirst, and World Cat. These are supplemented by a subscription to the Applied Science and Technology Index Online. TexShare also enables TSTC Harlingen students to participate in an InterLibrary Loan service and to access other member libraries with a TexShare library card.

Through an agreement with Valley MedShare, Inter-library loans are accessible to all students. The online catalog provides access to all books, videos, and CD-ROM holdings.

2002-3 SUMMARY OF LIBRARY QUALITATIVE & QUANTITATIVE DATA

A. Services

1. Access to information
 - a. Listing of available indexes, catalogs and bibliographies:
70 online databases are available (see <http://www.harlingen.tstc.edu/tstclibrary/onlinedbs.asp#all>).

Bibliographies of recent acquisitions prepared for two programs undergoing PAIT
 - b. Electronic resources usage logs: (see attachment).
2. Orientation, assistance and instruction statistics: 89 total.
 - a. Quantity by program: ACT/1, AUM/1, BCT/1, DEH/2, DHG/1, DLT/1, CA/1, MEA/1, ST/1, DORI/ENG, 79
 - b. Estimates of individual assistance: 12/day
3. Satisfaction ratings from questionnaires: No student environment survey was administered this fiscal year. Satisfaction above national norms on all library-related items on the 2003 Noel-Levitz Student Satisfaction Inventory.
4. Facility and equipment
 - a. Turnstile count: 171,530
 - b. Photocopier count. 28,235
 - c. Microfiche reader/printer count: 0

B. The Collection

1. Periodicals questionnaire. An online form has just been launched (<http://www.harlingen.tstc.edu/tstclibrary/Magazine/menu.htm>).
2. Annual inventory: 34,640 volumes
3. Interlibrary loan requests: 22
4. Faculty and staff recommendations: An online form has just been launched to track requests more effectively.
(<http://www.harlingen.tstc.edu/tstclibrary/request/logIn.aspx>)

C. Staffing

1. The quantity of backlogged or unprocessed materials: less than 150
2. Staffing requirements for added and proposed new services: An additional lab assistant position will be added to improve service at the new LRC.