

September 29, 1997

# Texas State Technical College

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HARLINGEN, TEXAS 78550-3697  
210/ 425-0600

Dr. James T. Rogers  
Executive Director Commission on Colleges  
Southern Association of Colleges and Schools 1866 Southern Lane  
Decatur, Georgia 30033-4097

Dear Dr. Rogers,

I can assure you that Texas State Technical College Harlingen (TSTC Harlingen) is committed to a high standard of excellence; no small part of our commitment is to strive for compliance with all the Southern Association of Colleges and Schools (SACS) criteria.

Under separate cover, you will find TSTC Harlingen's *Second Follow Up Report* on section 4.2.3 Undergraduate Curriculum and 5.1.3 Library Collection. TSTC Harlingen has fully implemented the cycle of curriculum review and demonstrated the use of the results to improve programs and services. Ample documentation is found in the *Second Follow-Up Report* to substantiate the initial cycle of curriculum review and improvement is completed.

Upon receipt of your *Request for a Second Follow-Up Report*, it was determined that our previous *Library Five Year Allocation Plan* was inadequate, and a new *Library Seven Year Allocation Plan* was formulated by the Library Advisory Committee and approved by the President's Council. The new *Library Seven Year Allocation Plan* includes:

1. Building a collection of at least 36,885 books to support the courses of study at TSTC Harlingen,
2. Completing the necessary library acquisitions by no later than August 31, 2004, and
3. Committing \$220,000.00 annually from regularly budgeted funds to purchase the number of books necessary to reach the goal for the library collection.

I endorse this new *Library Seven Year Allocation Plan* and commit the necessary financial, human and physical resources to achieve the goals set forth in the plan.

I am pleased to report our accomplishments to-date in improving the library. TSTC Harlingen has achieved the following:

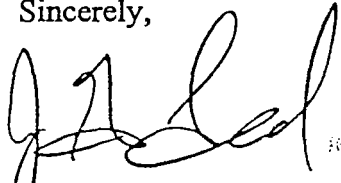
1. Installed an automated library circulation system and a number of computerized workstations,
2. Acquired an extensive collection of electronic indexes and CD-ROM reference materials,
3. Hired an additional part-time librarian and extended library hours to include weekend coverage,
4. Purchased a total of 10,310 books to expand our library holdings to approximately 17,000 volumes.



Although we needed to revise our *Library Five Year Allocation Plan*, TSTC Harlingen has made significant progress in building the library collection. At the time of the SACS on-site visit our collection was 6,844 books; within the next ninety days, over 17,000 volumes should be available for our students use.

TSTC Harlingen is committed to the new *Library Seven Year Allocation Plan*. As President of TSTC Harlingen, you have my pledge that all the necessary resources will be made available to the library, and that our library collection will meet, if not exceed, the requirements set forth in the SACS criteria.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Gilbert Leal". The signature is fluid and cursive, with a small "H" or similar mark at the end.

J. Gilbert Leal, Ph.D.  
President TSTC Harlingen

**TEXAS STATE TECHNICAL COLLEGE HARLINGEN**  
**PROJECTED LIBRARY BUDGET**  
**FY 1999/00 – 2004/05**

<i>ITEM</i>	<i>FY 1999-00</i>	<i>FY 2000-01</i>	<i>FY 2001-02</i>	<i>FY 2002-03</i>	<i>FY 2003-04</i>	<i>FY 2004-05</i>
<i>FUNDS:</i>						
<i>Operating</i>	\$41,000.00	\$42,050.00	\$43,075.00	\$44,150.00	\$45,255.00	\$46,385.00
<i>Capital</i>	\$220,000.00	\$220,000.00	\$220,000.00	\$220,000.00	\$220,000.00	\$220,000.00
<i>Supplemental</i>	\$9,600.00	\$9,600.00	\$9,600.00	\$9,600.00	\$9,600.00	\$9,600.60
<i>Subtotal</i>	\$270,600.00	\$271,625.00	\$272,675.00	\$273,750.00	\$274,855.00	\$275,985.00
<i>Staffing</i>	\$146,972.00	\$170,972.00	\$170,972.00	\$175,650.00	\$175,650.00	\$181,500.00
<i>Total</i>	\$417,572.00	\$442,587.00	\$442,647.00	\$449,400.00	\$450,505.00	\$457,485.00
<i>Library Collection:</i>						
<i>Book Acquisition</i>	5,000	5,000	4,500	4,500	4,500	4,500
<i>Book Culls (3%)</i>	558	690	820	900	1,040	1,143
<i>Total Volumes</i>	23,050	27,360	31,040	34,640	38,100	41,457
<i>Technology:</i>						
<i>Equipment</i>	3 Staff computer stations (Pentium)					
<i>CD-ROM references, data bases, electronic indexes,</i>	23	28	30	32	34	36
<i>FACILITIES:</i>						
<i>Shelving</i>	3,024 ft.	3,888 ft.	4,752 ft	5,616 ft	6,480 ft	7,344 ft
<i>Floor Space</i>	18,900 sq. ft.	18,900 sq. ft.	18,900 sq. ft.	18,900 sq. ft.	18,900 sq. ft.	18,900 sq. ft.
<i>STAFFING:</i>						
<i>Professional</i>	2.5	3	3	3	3	3
<i>Technical</i>	1	1	1	1	1	1
<i>Clerical</i>	3	3	3	3	3	3
<i>OPERATION:</i>						
<i>1 tours Per Week</i>	78	78	78	78	78	78

# SACS CRITERIA 5.1.3 LIBRARY COLLECTION

## SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS CRITERIA

### 5.1.3 Library Collections

Institutions **must** provide access to essential references and specialized program resources for each institutional location. Access to the library collection **must** be sufficient to support the educational, research and public service programs of the institution.

## FINDINGS OF THE SACS VISITING COMMITTEE

### 5.1.3 Library Collections

The library collection of the college consists of fewer than 6,800 volumes [making it] difficult to provide more than the basic, essential reference and specialized program resources for more than 30 technical programs, plus general education courses. [In addition,] found on the shelves are technical titles dated in the sixties, seventies, and eighties. Print resources to support general education courses number only in the hundreds. Other print resources are deteriorating from mold and mildew and general old age.

Although the library provides access to other library collections through consortial arrangement and has provided 5 CD-ROM workstations and 32 CDROM products to support the educational program, these efforts cannot make up for the many years of non-support which have brought the print collection of the library of TSTC Harlingen to less than one third the size of the collection at two of the other colleges in the System which have one third the enrollment.

The TSTC Harlingen library has almost 20,000 volumes less that 10 years ago. As the print collection has been weeded by the librarians and faculty and no funds have been available to replace or update those titles, those titles have remained absent from the collection--either in print or non-print format--a great loss of resources resulting in a great void of information for the college. (Recommendation 19) The committee recommends that the institution demonstrate that it provides access to a library collection sufficient to support its educational programs.

## **RESPONSE TO THE VISITING COMMITTEE REPORT (September 1995)**

### **5.1.3. Library Collections**

At the time of the SACS Visiting Committee's on-site visit, it was determined that no funds had been made available to replace or update titles, resulting in a large decrease in the number of volumes over the last 10 years. In the "Response to the Visiting Committee Report," TSTC Harlingen indicated compliance with this recommendation by providing an expanded library collection to support its technical education programs and supporting academic courses.

The 1994-1995 budget provided for disbursement of \$27,888.63 for operating expenditures (periodicals, CD-ROM data bases, etc.) and \$34,949.63 for capital expenditures (new volumes of books). In addition, at the end of the 1994-1995 academic year, a non-budgeted, supplemental capital outlay of \$39,642.51 was used to purchase an automated circulation system, a server and three additional computer stations and a printer, and CD-ROM data bases appropriate to the technical mission of the college, such as the *Applied Science and Technology Index*. Total funds allocated to the TSTC Harlingen library for books, CD-ROMs, periodicals and supplies for FY-1995 were \$102,480.00.

A five-year plan was developed for the allocation of funds to alleviate the deficit of library materials. In accordance with the plan, \$82,340.00 will be expended for periodicals, books, and CD-ROM data bases during 1995-1996, representing a substantial increase over the original unsupplemented budget for the previous year.

TSTC Harlingen is now included in the State of Texas Higher Education Assistance Fund (HEAF), a permanent fund established by an amendment to the Texas Constitution, which makes available an annual \$1.235 million to the college for use in land acquisition, building new facilities, purchasing instructional equipment, financing deferred maintenance, and purchasing library books and equipment: TSTC Harlingen has submitted a required allocation plan to the TSTC System for a \$75,000.00 outlay for the library during 1996-1997, and \$50,000.00 for each succeeding year thereafter. Such funding will substantially increase library holdings and the ability to serve students.

## **REQUEST FOR FIRST FOLLOW-UP REPORT**

### **5.1.3 Library Collections**

The institution must demonstrate completion of its plans to provide a library collection sufficient to support the educational program of the institution.

## FIRST FOLLOW-UP REPORT (September 1996)

### 5.1.3 Library Collections

Texas State Technical College Harlingen is committed to provide a library collection sufficient to support the educational programs of the institution.

An Amended TSTC Harlingen Budget for Fiscal Year 1996 provided \$41,544.00 in operating funds for periodicals, CD-ROM data bases, etc. and \$2,080.00 in capital funds for new volumes of books. The *Higher Education Assistance Fund* provided an additional \$75,000.00 in capital funding for the library. Total funds allocated to the TSTC Harlingen library for books, CDROMs, periodicals, and supplies for FY-1996 were \$118,624.00. [Note: This represented an additional expenditure of \$36,284.00.]

The *TSTC Harlingen Budget for Fiscal Year 1997* provide\$ the library with \$31,750.00 in operating funds for periodicals, CD-ROM data bases, etc. The *TSTC Harlingen Budget for Fiscal Year 1997* contains no funds for capital expenditures. However, as outlined in the allocation plan, the *Higher Education Assistance Fund* provides the library with \$50,000.00 in capital funds for the purchase of new volumes of books. Total funds allocated to the TSTC Harlingen library for books, CD-ROMs, periodicals, and supplies for FY-1997 are \$81,750.00.

It should be pointed out that TSTC Harlingen continues to make significant progress toward the attainment of the goals outlined in the *Library Five Year Allocation Plan*, and, with the exception of FY 1997, expenditures for library acquisitions continue to increase over time. This upward trend in library disbursements is summarized in Table3:

TABLE 3. INCREASE IN PLANNED OPERATING AND CAPITAL		EXPENDITURES FUNDS	
YEAR	AMOUNT	INCREASE/ DECREASE*	CUMULATIVE INCREASE
FY-1994	\$35,050.00	N/A	N/A
FY-1995	\$102,480.00	+\$67,430.00	\$67,430.00
FY-1996	\$118,624.00	+\$16,144.00	\$83,574.00
FY-1997	\$81,750.00	-\$36,874.00	\$46,700.00

\*Increase/decrease from FY 1994 funding level.

## SECOND FOLLOW-UP REPORT

As mentioned in the introduction to this report, the Criteria Subcommittee of the Institutional Effectiveness Team reviewed the status of the library in respect to SACS criteria and, "determined the college to be in compliance with the plan (*Library Five Year Allocation Plan*) to provide a library collection sufficient to support the educational program of the institution."

In addition, the Criteria Subcommittee made three recommendations. The first recommendation was that the total number of volumes purchased in FY 1996 be reported to SACS. That number is **1,379 volumes of books**. It should be noted that both technical books and academic books are being ordered by the library. This is attributed to the participation of faculty and staff in the ordering process as well as to the *Library Five Year Allocation Plan*. The second recommendation was that the President of the college issue a statement affirming the importance of the library, emphasizing the necessity of compliance with SACS criteria, and supporting the *Library Five Year Allocation Plan*. The President of the college has issued such a statement of support for the library to the college community. Finally, the subcommittee recommended that another review of the *Library Five Year Allocation Plan* take place at the end of the fiscal year. This review has been added to the calendar of the Office of Institutional Effectiveness and Research.

## REQUEST FOR SECOND FOLLOW-UP REPORT

The institution has only been partially successful in implementing its plan to provide a library collection sufficient to support the educational programs of the institution. That success was the result of grant funds. The institution must make the library a higher priority and redirect institutional resources to enhance and expand the library collection. Improving the library cannot be dependent only upon finding grants. The college must

### **5.1.3 Library Collections**

demonstrate commitment to provide a library collection able to support its educational programs. Long-term, on-going commitment must be documented with specific funding allocations.

## SECOND FOLLOW-UP REPORT (September 1997)

### 5.1.3 Library Collections

#### Introduction

In *TSTC Harlingen's First Follow-Up Report*, a detailed description of budgeted and supplemental funds expended on library acquisitions, along with extensive supporting documentation, was provided to SACS. In addition, reference was made to the *Library Five Year Allocation Plan* (Appendix B-1) and to the *Texas Higher Education Assistance Fund* (Appendix B-2) in documenting the process of building a library collection sufficient to support the educational program of the institution. Table 4 summarizes progress made toward the accomplishment of the *Library Five Year Allocation Plan* at the time of *TSTC Harlingen's First Follow-Up Report*.

TABLE 4: PROGRESS MADE TOWARD ACCOMPLISHMENT OF THE LIBRARY FIVE YEAR ALLOCATION PLAN			
YEAR	PLANNED AMOUNT*	ACTUAL AMOUNT	DIFFERENCE
FY-1994	N/A	\$35,050.00	N/A
FY-1995	\$85,050.00	102,480.00	+\$17,430.00
FY-1996	\$85,050.00	\$118,624.00	+\$33,574.00
FY-1997	\$85,050.00	**\$88,759.00	+\$3,709.00
* Based on the library budget for operating expenditures for FY1994 and the <i>Library Five Year Allocation Plan</i> . **Includes additional \$6,695:60 from end-of-year funds			

Clearly for the three year period extending from FYI 995 through FYI 997, TSTC Harlineen exceeded the requirements of the *Library Five Year Allocation, Plan* by the amount of \$54,713.00. This was reflected in the report of the Criteria Subcommittee of the Institutional Improvement Team (August 20, 1996) when it reviewed the present status of the library in respect to SACS criteria and, "determined the college to be in compliance with the plan to provide a library collection sufficient to support the educational program of the institution."

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Accomplishments of FYI 997

The *TSTC Harlingen Budget for Fiscal Year 1997* provided the library with \$31,750.00 in operating funds for periodicals, CD-ROM data bases, etc. The budget contained no funds for capital expenditures; however, as outlined in the allocation plan, the *Higher Education Assistance Fund* provided the library with \$50,000.00 in capital funds for the purchase of new volumes of books. Monies allocated to the TSTC Harlingen library for books, CD-ROMs, periodicals, and supplies for FY-1997 were \$81,750.00. Later in the year, \$6,009.00 in additional funds was transferred from an instructional support account to the library for payment of hardware and software maintenance fees, and an additional \$1,000.00 was provided for the purchase of books on quality assurance and semiconductor manufacturing processes (Appendix B-3). Total funds allocated to the TSTC Harlingen library for books, CD-ROMs, periodicals, and supplies for FY 1997 are \$88,759.00. [Please refer to the explanation for reduction in funding found under the section, *First Follow-Up Report.*]

Summary of the Library Budget for FY-1994 through FY-1997

Table 5 summarizes budgeted expenditures for the TSTC Harlingen library from FY-1994 through FY-1997. The amounts for each fiscal year are categorized as operating, capital and other funds. Other funds refers to the Texas Higher Education Assistance Fund (HEAF) and transferred funds from other internal accounts.

TABLE 5: TSTC HARLINGEN LIBRARY BUDGET (FUND FOR BOOKS, CD-ROMs, PERIODICALS & SUPPLIES)				
YEAR	OPERATING	CAPITAL	OTHER	TOTAL
FY-1994	\$25,050.00	\$10,000.00	\$00.00	\$35,050.00
FY-1995	\$27,888.00	\$34,950.00	*\$39,642.00	\$102,480.00
FY-1996	\$41,544.00	\$2,080.00	\$75,000.00	\$118,624.00
FY-1997	\$31,750.00	\$00.00	\$57,009.00	\$88,759.00
* Funds used for purchase of an automated circulation system, a server, three computer workstations, and a printer.				

Summary of the Library Collection for FY-1994 through FY-1997

Table 6 summarizes the status of the library collection from FY- 1994 through FY- 1997. The table includes the number of new acquisitions, number of books culled from the collection, and total volumes in the collection. As the librarians were inputting data into the new library automation system, it became apparent that previous estimations of the size of the collection tended to underestimate the size of the library collection. In Table 6, a correction of 2,581 additional books for FY 1996 was made to compensate for these underestimations. The primary causes were incorrect estimates and counting titles as against volumes. The latter is significant because of the large number of multi-volume books found in a technical library such as the TSTC Harlingen library.

TABLE 6: LIBRARY COLLECTION - FY-1994-FY-1997			
YEAR	NEW ACQUISITIONS	BOOK CULLS	TOTAL VOLUMES
FY-1994	525	1,074	6,844
FY-1995	949	240	7,553
FY-1996	*3,960	196	11,317
FY-1997	1,647	75	12,889
* Corrected for errors introduced by counting titles as against volumes and by other estimation problems.			

Work of the Library Advisory Committee

In response to the *Request for a Second Follow-Up Report*, the Library Advisory Committee met on February 7, 1997 to discuss the status of the library collection and to consider action necessary for compliance with the applicable SACS requirements (Appendix B-4). The Director of Institutional Effectiveness and Research provided the committee with estimates of the future size of the library collection based on three levels of spending over the next ten years. At the level of spending called for in the *Library Five Year Allocation Plan*, it was determined that the TSTC Harlingen Library would have a collection of approximately 20,000 volumes by the year 2005, the year of our next SACS reaffirmation visit. The Library Advisory Committee noted the inadequacy of the present plan and agreed to meet in two weeks to discuss revising the library allocation plan.

The *Minutes of the Library Advisory Committee for February 21, 1997 (Appendix B-5)*, reported that a member of the advisory committee handed out *Standards for Community, Junior, and Technical College Learning Resource Programs*. These standards were developed by the American Library Association and similar professional

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organizations. For a two-year college with 1,000 to 2,999 FTE students--TSTC Harlingen has 2483 FTE students, the standards require a minimum of 40,000 volumes in the collection. The Director of the Library noted that the average number of books in Texas two-year colleges the same size as TSTC Harlingen is 36,885 volumes. Members of the Library Advisory Committee were requested to "bring numbers and ideas [to the next meeting] for the revised ten year plan."

The next meeting of the Library Advisory Committee was held on February 28, 1997 (Appendix B-6). Members of the committee continued to discuss the various official and unofficial standards for library collections. The committee conjectured that if \$100,000.00 were made available each year; then, at \$40.00 per book, 2,500 books could be added to the collection annually. This would allow us to bring the library collection to 35,000 volumes within ten years. [Note: The effect of culling books from the collection was not taken into account.] It was also noted that additional monies would be required for shelving, added personnel, and replacement of CD-ROMs and microfiche. The Library Advisory Committee agreed to meet at a latter date to reach a decision on the revised *Library Allocation Plan*.

The *Minutes of the Library Advisory Committee for March 25, 1997 (Appendix B-7)* document the committee's decision to set a target for the library collection of 36,885 volumes by the year 2004. The members noted that 36,885 volumes were equal to the average number of books found in two-year colleges in Texas of a similar size to TSTC Harlingen. In addition, since a SACS reaffirmation visit is scheduled for 2005, it was further noted that the college had seven years, not ten years, to meet this goal. To accomplish the task, it was calculated that TSTC Harlingen would be required to budget \$220,000.00 annually for expansion of the library collection. Members of the Library Advisory Committee asked the Director of the Library to prepare a document outlining the plan for formal approval at the next scheduled meeting of the committee.

The Library Advisory Committee met on April 22, 1997 (Appendix B8). Members of the committee unanimously approved the following library allocation plan:

1. A collection of 36,885 books would be the minimum number of books to support the courses of study offered at TSTC Harlingen.
2. This collection should be processed and ready for use by the time the next institutional self-study completes its fact-finding, on or about August 31, 2004.
3. The committee has calculated that this will require a commitment of

\$220,000.00 in capital money annually for the collection until the collection is adequate. This amount is in addition to regular operating funds.

Being no further business before the committee, the Library Advisory Committee was adjourned.

*The new Library Seven Year Allocation Plan*

On March 25, 1997, the new *Library Seven Year Allocation Plan* was tentatively approved by the Library Advisory Committee. The Associate Dean of Instruction presented a report at the April 01, 1997 meeting of the President's Council on the proposed library allocation plan (Appendix B-9). He distributed copies of a resolution as well as a preliminary plan formulated by members of the committee. Informally, the President agreed with the committee's resolution and committed his full support to the proposed plan. On April 22, 1997, the Library Advisory Committee formally approved the plan by unanimous vote of the membership.

The Library Budeet

Table 7 enumerates the projected budget, extending from FY-1998 through FY-2004, for operating funds, capital funds, and funds from other sources. The operating funds are primarily used for periodicals and supplies and they are adjusted for an annual inflation rate of 2.5 percent. Capital funds for the library are included in the regular college budget and are not acquired as grants. Capital funds are utilized exclusively for expansion of the book collection. Other funds are utilized for the acquisition of library shelving to accommodate the new additions to the library collection. These "other funds" are not part of the regular library budget and will be provided from other sources by the Division of Instructional Services.

TABLE 7: PROJECTED TSTC HARLINGEN LIBRARY BUDGET (FUND FOR BOOKS, CD-ROMs, PERIODICALS, & SUPPLIES)				
YEAR	OPERATING*	CAPITAL	OTHER"	TOTAL
FY-1998	\$40,000.00	\$220,000.00	\$9,600.00	\$269,600.00
FY-1999	\$41,000.00	\$220,000.00	\$9,600.00	\$270,600.00
FY-2000	\$42,025.00	\$220,000.00	\$9,600.00	\$271,625.00
FY-2001	\$43,075.00	\$220,000.00	\$9,600.00	\$272,675.00
FY-2002	\$44,150.00	\$220,000.00	\$9,600.00	\$273,750.00
FY-2003	\$45,255.00	\$220,000.00	\$9,600.00	\$274,855.00

TABLE 7: PROJECTED TSTC HARLINGEN LIBRARY BUDGET (FUND FOR BOOKS, CD-ROMs, PERIODICALS, & SUPPLIES)				
YEAR	OPERATING*	CAPITAL	OTHER**	TOTAL
FY-2004	\$46,385.00	\$220,000.00	\$9,600.00	\$275,985.00
* Adjusted for annual inflation rate of 02.5% ** Monies for library shelving (24 sections/year) provided from instructional support funds.				

The Library Collection

Projections for the library collection are found in the Table 8. The table includes information on the number of new book acquisitions, the number of books culled from the collection, and the total number of volumes in the collection. Approximately 4,500-5,000

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new books will be added to the collection annually. These calculations are based on two assumptions: the average price of the books and the amount of funds available. At \$45.00 per book, \$220,000.00 will purchase 4,888 books; and at \$50.00 per book, \$220,000.00 will purchase 4,400 books. The number of books culled from the collection is based on a 3% cull rate which is, according to the library staff, a reasonable approximation. If the collection has 5,000 books, then 3% of 5,000 yields an estimated cull of 150 books. The total number of volumes in the collection at any given time is obviously dependent upon these assumptions holding true; however, the assumptions are fairly conservative and the projections are realistic and attainable.

TABLE 8: PROJECTED TSTC HARLINGEN LIBRARY COLLECTION			
YEAR	NEW ACQUISITIONS (\$45.00-\$50.00/BOOK)	BOOK CULLS (3%)	TOTAL VOLUMES
FY-1997	N/A	N/A	12,889
FY-1998	5,000	386	17,503
FY-1999	5,000	525	21,978
FY-2000	5,000	659	26,319

TABLE 8: PROJECTED TSTC HARLINGEN LIBRARY COLLECTION (continued)			
YEAR	NEW ACQUISITIONS (\$45.00-\$50.00/BOOK)	BOOK CULLS (3%)	TOTAL VOLUMES
FY-2001	4,500	789	30,030
FY-2002	4,500	900	33,630
FY-2003	4,500	1,008	37,122
FY-2004	4,500	1,114	40,508

Facilities and Equipment

The library is housed in the Learning Resources Center. It occupies 15,000 square feet of space within the building. An additional 3,800 square feet of space is presently utilized for non-library related offices and for the Media Center (Appendix B-10). In a two-phase process, the college is committed to converting this space and, thus, the entire building to library usage. The first phase, to convert 1,430 square feet of office space, is presently out for bid and should be completed within the next 90 to 120 days. The second phase will be implemented in the year 1999, and will involve converting 2,370 square feet presently allocated to the Media Center into usable library space.

As the collection grows, additional shelving will be required to hold the books. The librarians have calculated the need to obtain 24 double-sided sections of shelving per year. The annual cost of the shelving is approximately \$9,600.00. The Division of Instructional Services has agreed to fund the acquisition of shelving from non-library funding sources.

Staffing and Operating Hours

In FY- 1997, the college added a part-time librarian and extended library hours to include weekend coverage (Saturdays 9:00 a.m. to 6:00 p.m., and Sundays 12:00 p.m. to 5:00 p.m.). Although there are no plans to further extend the library hours, the college plans to convert the part-time position to a full-time position by the year 2000. In addition, due to

the increased work load brought about by new library acquisitions, a library technician will be added to the library staff during FY-1998. These personnel changes will bring the library staff up to three professional librarians, a library technician, and three full-time clerical assistants.

#### Current implementation of the new library allocation plan

As soon as the *Library Seven Year Allocation Plan* was formally approved and supported by the President of the College, the process of initiating the library allocation plan and re-building the collection began. On May 1, 1997, the call went out to program chairpersons, faculty and professional staff to submit book orders to the library (Appendix B-11). The campaign has been extremely successful; the library has received more than 8,500 book requests and more continue to come in to the library daily.

During the summer months, in anticipation of the release of FY-1998 funds, the librarians began to prepare requisitions and to perform other tasks essential to the ordering process. By the first week of September, 1997, requisitions for 5,810 books, valued at \$220,000.00, had been submitted to the business office. Purchase orders have been issued, and the funds have been encumbered (Appendix B-12, B-13). One thousand three hundred forty-six (1,346) books will be received within the month, four hundred thirty-one (431) books will be received in 30 days, and three thousand seven hundred eighty-six (3,786) books will be received in ninety days. Two hundred forty-seven (247) titles were canceled and substitute titles are in the process of being ordered (Appendix B-14).

#### Conclusion

TSTC Harlingen is committed to provide a library collection sufficient to support the educational programs of the institution. From 1994 to the present time, the college has accomplished the following:

1. Invested \$39,642.00 to automate the library
2. Exceeded the requirements of the initial library allocation plan by \$54,713.00
3. Purchased 4,500 new books; plus an additional 5,810 books on order for a total of 10,310 books
4. Acquired an extensive collection of electronic indexes and CD-ROM reference materials
5. Employed an additional part-time librarian
6. Extended the library hours to include weekend coverage (i.e., Saturdays 9:00 a.m. to 6:00 p.m. and Sundays 12:00 p.m. to 5:00 p.m.)

*SECOND FOLLOW-UP REPORT*

For the next seven years, the college will continue to improve the library and the library collection according to the 7-year plan. The college is committed to:

1. Invest \$220,000.00 per year to improve the library collection
2. • Purchase 4,500 to 5,000 books per year to achieve a collection of at least 36,885 volumes by the year 2004
3. Purchase 24 double-sided sections of shelving per year to accommodate the additions to the collection (\$9,600/year)
4. Remodel the Learning Resources Center building to provide an additional 3,800 square feet of floor space (Phase I = 1997, Phase II = 1999)
5. Convert the part-time librarian position to a full-time position (FY2001)
6. Employ a full-time library technician (FY-1998)

By the year 2004, TSTC Harlingen will have spent in excess of 1.5 million dollars (\$1,500,000.00) to improve the library collection. The number of volumes will have increased by more than 30,000, resulting in a collection of more than 36,885 books. Library space will have increased by 3,800 square feet; the staff will have expanded by a full-time librarian and a full-time library technician; the use of technology will have broadened to include an automated library circulation system, numerous CD-ROM databases and indexes, and a server and several computer workstations. These are all measures of TSTC Harlingen's commitment to provide a library collection sufficient to support the educational programs of the college.