

Justification for keeping the 4 Full-time faculty librarian minimum

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August 9, 2024

- 1) As mentioned in our Faculty Resource Request, [Title 5 of the California Code of Regulations \(§ 58724\)](#) contains “**minimum standards**” for numbers of library faculty based on student FTES . That formula is in the following table:

FTES	Faculty Librarians
<1,000	2
1,001 – 3,000	3
3,001 – 5,000	4
5,001 – 7,000	5
Each Addition 1K	.5

The table was adopted from the American Library Association (ALA) and specifically its subdivision of Association of College & Research Library (ACRL). Latest standards can be found here although they go into more details on the duties of the librarians.

<https://www.ala.org/sites/default/files/acrl/content/standards/slhe.pdf>

- 2) It is important to note that the Academic Senate for California Community Colleges have also adopted those standards in the [Standards of Practice for California Community College Library Faculty and Programs](#) of 2010. It specifically states “The California Community College Board of Governors sets these minimums, and colleges and districts should meet or exceed them.” (pg. 10)
- 3) Another code worth mentioning is [CA Educ Code § 78103 \(2023\)](#).

The libraries shall be open for the use of the faculty and the students of the community college district during the day. In addition, the libraries may be open at other hours, including evenings and Saturdays, as the governing board may determine. Libraries open to serve students during evening and Saturday hours shall be under the supervision of academic personnel.

Please note that the term “academic personnel” is interpreted by statewide faculty organizations to mean persons who fall under the minimum qualifications requirements. And thus it means persons who possess the Master’s in Library Science, Master’s in Library & Information Science, etc.

This is important because the library facility must have librarians on duty while the library is open. De Anza College Library is opened 40 hours a week on regular terms. Faculty librarians participate in multiple committees, provide faculty services, teach information literacy courses and conduct workshops besides maintaining a robust collection of print and digital resources.

We can maintain the same level of service and contribution to the college as long as we maintain that minimum per FTES.

If we cannot have a librarian in the building, other staff may have to work out of class to serve our students. Meaning that classified staff cannot offer instruction, reference services, teach, or provide any kind of research assistance.

- 4) Lastly, while ACCJC's standards are very broad, reviewers are trained to look at how the library program reviews are using benchmarks mentioned here (ALA/ACRL) to ensure library services are adequate for the institutions' needs. Not following the minimum standards may lead to Recommendations for Improvement via Core Inquiries.

ACCJC

2.7. The institution designs and delivers equitable and effective services and programs that support students in their unique educational journeys, address academic and non-academic needs, and maximize their potential for success. Such services include library and learning resources, academic counseling and support, and other services the institution identifies as appropriate for its mission and student needs. (ER 15, ER 17)

Relevant Review Criteria:

- The institution designs and delivers effective learning support resources such as library collections, library instruction, learning labs, and tutoring services in a variety of modalities (face to face, hybrid, online, etc.) dependent on institutional mission and student need.

- 5) As evidence that Ed Code table is used across our neighboring colleges, here is a quick comparison.

California Community
Colleges Chancellor's Office
Full Time Equivalent Student
(FTES) Summary Report

	Fall 2023	Spring 2024		
	Total FTES	Total FTES	Number of FT faculty librarians	Number of PT Faculty Librarians
Canada	1,868.25	1,909.20	2	6
Evergreen Valley	2,651.17	2,424.47	3	4
Foothill	3,135.94	2,560.25	4	2
Laney	3,030.83	2,885.96	4	6
San Jose City	2,412.79	2,417.61	3	1
San Mateo	3,612.39	3,423.92	4	4
Skyline	3,462.16	3,548.88	4	5
West Valley	2,816.09	2,708.18	6	1
Deanza	4,690.24	4,169.46	4	2

FTES Report Run Date As Of : 8/9/2024 11:42:50 AM

<https://datamart.cccco.edu/DataMart.aspx>

- 6) Specifically to the De Anza College Library, we are now in growth mode hoping to scale up our workshop and instruction offerings. The demand for workshops on information literacy and ethical use of information have exponentially increased in this era of Artificial Intelligence. Faculty services are in

high demand as faculty navigate copyright issues and Canvas integration. In addition, ZTC/OER initiatives and the desire to have the library be a major contributor to these efforts are at risk if we don't at least maintain the same level of staffing.