

**Program Review & Planning  
Request for Contract Classified Position  
2018-19**

Please upload and submit this completed form through the SurveyMonkey program review module.

<b>Department</b>	Library		
<b>Position Title</b>	Library Technician I		
<b>Salary Range</b>	CL-21	<b>Annual Salary at Step B*</b>	\$34,200
<b>Hours/week and # of months</b>	40-hours, 12-months		

\*For job Range and Salary information, see: <http://www.gcccd.edu/human-resources/salary-schedules.html>

1) Provide the following information for the **new position or the increase in FTE for an existing position** that is being requested, or for the request to fill a vacant, frozen or defunded position:

Position classification and number: CL-21

Proposed FTE: 1.0

Contract type:

12-month

What type of position is being requested?

New general fund position

Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).

What are the actual duties and responsibilities that are specific to this requested position? (100 words or less)

Assist and perform routine library functions to aid users in accessing library resources; including circulation and public service duties. Adding a fifth position in the library would allow us to extend library hours into Friday. Currently we are closed on Fridays.

2) Is the position being requested in order to comply with state or federal mandates/requirements? **(Rubric Criterion 1)**

No

3. How are the duties of the requested position currently being performed, if at all?

Many library duties are simply not done or not done in a timely manner due to lack of staffing. For instance, we do not have enough staffing to ensure appropriate supervision on the second floor of the library, where all the students, computers, books and group study rooms are located. We only have 1 librarian on the second floor and that person is

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charged with assisting students with research and not monitoring the entire area. As such, the supervisory function does not occur. We're just lucky we have well behaved students. Bad things can happen in group study rooms if students know no one is watching (anything from rice cooking to sexual activities).

How does the lack of this position impact the program or service area?

Without this position we cannot extend the hours of the library to be open on Friday.

What impact, if any, have frozen or vacant positions within the department had on services or staff workload?

*(200 words or less)* **(Rubric Criteria 1)**

4. How has the program/service area changed over the most recent five academic years and/or how is it expected to change within the next five years (i.e. growth, additional services, increased workload and reorganization) that warrants this position? \*\*Please use both quantitative and qualitative data including, but not limited to: enrollment and productivity data, staffing or other studies, surveys, volume of students or employees served, total comp time accrued, number of hourly/ intern/ volunteer/work-study, and services provided.\*\*

*(200 words or less)* **(Rubric Criteria 2)**

Title 5 of the California Code of Regulations (§ 58724) contains minimum standards for numbers of library support staff. For colleges with an FTES between 5,001 and 7,000 there should be 9 library support staff. The library currently employs four (4) library support staff members and we are asking for one addition to have five (5) staff members. The Academic Senate for California Community Colleges supports this [standard](#) as well.

It is not sustainable to operate a library of our size with only four staff members. If one is out on an extended sick leave or even a day or two, it impacts our ability to keep the library open and adhere to appropriate break schedules. In the past we had a situation with HR and the Union because we weren't able to adhere to appropriate break schedules. This resulted in us having to reduce the library hours. The addition of a fourth person would allow us a more stable staffing situation and to extend library hours to be open on Friday.

5. How would this position's main duties specifically support the institution's strategic priorities?

1. Acceleration
2. Guided Student Pathways
3. Student Validation and Engagement
4. Organizational Health

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(200 words or less) **(Rubric Criteria 3)**

The library supports all disciplines and specifically focuses on having a robust Reserves collection and calculator collection for underserved students as well as those in focused programs such as Pathways. This position would assist with ensuring we are getting materials into the hands of students in a timely manner. This position would also assist with student engagement and validation by ensuring there is appropriate staff to readily assist students in the library with access to equipment and materials. This position would also support Organizational Health in terms of having appropriate oversight of the second floor of the library, as referenced in question #3.

6. How will the position impact the ability of the program or service area to innovate and meet changing needs?

*(150 words or less)* **(Rubric Criteria 3)**

The new position would assist with increasing the Reserves collection as well as increasing awareness of library services. The person would help oversee the Circulation Desk while the higher level staff go out into classrooms or department meetings to conduct outreach on library services. The position would also assist with reaching out to faculty to increase the Reserves collection. Having this additional position would help us expand our services and outreach to students.