HAWAI`I COMMUNITY COLLEGE
ANNUAL UNIT REVIEW

Library Support

Assessment Period: July 1, 2007 to June 30, 2008

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Please Note: Library Support for Hawai'i Community College Students and Faculty is provided at two locations. The majority of the users are serviced by the UH Hilo Mookini Library, per an agreement between Hawai'i Community College and the University of Hawai'i Hilo. Faculty based at the UH Center, West Hawai'i in Kealakakua and students living in the general area of West Hawai'i (Kau – Kohala) are serviced by the Library and Learning Center of the UH Center West Hawai'i.

I.   Narrative and Analysis of Data
a. Statement on the mission or purpose of the unit, including the target student population;

Mission statement and goals of Mookini Library (East Hawai'i):
The Edwin H. Mookini Library serves the University of Hawai'i at Hilo (UHH) and Hawai'i Community College (HawCC) and its primary mission is to support the academic programs of both institutions. The Library also supports academic collaborations and addresses various information needs of the University of Hawai'i system. The Library provides resources in print and alternative formats that supplement and augment classroom instruction and support individual research and exploration. To achieve its mission, the Mookini Library:

- monitors, anticipates and responds to changing academic needs;
- provides resources to support the curricula, with a special emphasis on undergraduate programs;
- provides access to resources to help students and faculty meet their information needs;
- has a library instruction program with the goal of promoting information literacy, leading to life-long learning and self-empowerment;
- utilizes technology to enhance access to library services and collections; and creates an environment that is conductive to the study, use, circulation and preservation of resources.

Mission of the West Hawai'i Library and Learning Center:
To provide services and resources to help students succeed in their classes. The Library & Learning Center is an environment that encourages active but independent learning. The staff seeks to personalize instruction while helping students build confidence and insight into their own learning experience. The Center supports all Hawai'i Community College students taking classes from or residing in West Hawai'i. It also supports other local students taking classes or programs through distance education from other University of Hawai'i community colleges and universities.

b. Information on external factors affecting the unit;

Mookini Library (East Hawai'i):
The library in East Hawai'i is in a unique position because it supports two institutions. Most of the statistics provided in this assessment reflect usage of both HawCC and UHH and cannot provide a clear picture of library usage of only HawCC students. The library does not have the ability to separate some of the reported statistics by institution (e.g. reference questions, gate count). The number reported for online searches was derived from looking at a select number of databases that are heavily used by students.

Because the Mookini Library is a shared facility with UHH, HawCC students have access to more resources than students at other community colleges in the UH system. HawCC students do not have remote access to all databases listed on the library website due to licensing and other restrictions but can access all databases when they are using computers in the library.

West Hawai'i Library and Learning Center:
The unit must support all UH system students who reside in the West Hawai'i area, but receives all of its funding directly through Hawai'i Community Colleges.

c. Required external measures, if applicable;

The UH Hilo Mookini Library currently does not have any required external measures. The UH Community Colleges libraries approved a data template for library assessment in October 2008 that is being used for the first time in the Data section of this report. The relevance of this data and how it will be used to assess unit health is yet to be determined.

The UH Library Council collects yearly statistics that include some of the raw data used to arrive at the ratios listed in the Data section. The complete Council 2007-2008 statistics for all of the UH Libraries will not be available until February 2009.

II.   Update or Create Your Action Plan including Budget Request with Justification, if needed.

Action Plan: Mookini Library (East Hawai'i)

Action Plan Tasks	Year	Responsible Party	Update
Request that the UH Library System (Voyager) find a way to separate usage data between UHH and HawCC users	2007-2008	Lari-Anne Au	Ongoing
Add items to the READ collection to support HawCC's reading classes	2007-2008	Lari-Anne Au	Ongoing
Purchase items to support the new HawCC Fire Science Program	2007-2008	Lari-Anne Au	Ongoing
Workshops to promote library resources	2009	Lari-Anne Au	Ongoing
Explore funding/grants for library instruction technology	2009-2010	Lari-Anne Au and other UHH librarians	Ongoing
Align Laulima modules with ACRL information literacy standards	2008-2009	Lari-Anne Au	Began October 2008
Promote new faculty library orientation	2009	Lari-Anne Au	Ongoing
Update Mookini Library SLOs	2009	Lari-Anne Au and other UHH librarians	Ongoing
Administer common UHCC student survey	2009-2010	Lari-Anne Au	Date yet to be decided

Action Plan: UH Center West Hawai'i Library and Learning Center (West Hawai'i)

Action Plan Tasks	Year	Responsible Party	Update
Build or adapt the materials collection according to the needs of on site programs	2007-2008	Laurel Gregory and Karen Au	Ongoing
Participate in planning a new UH Center West Hawai'i	2007-2009	Laurel Gregory	Ongoing
Replace or update computer workstations and related technology on a regular basis	2007-2009	Laurel Gregory and ITS	New Monitors 07-08, New CPUs 2008-09

Initiate assessment of a unit SLO that aligns with the College SLOs	2007-2008	Laurel Gregory	UHCC Common SLO Oct. 2008, Assessment 2009
Administer common UHCC student survey	2009-2010	Laurel Gregory	Date yet to be decided
2006 Earthquake FEMA book loss replacement grant- order and add replacement books and DVDs to the collection	2007-2008	HawCC Faculty, Laurel Gregory, Rachel Louis, and Karen Au	Selected and ordered June 2008, Items received June – Dec. 2008
APT Band A Educational Specialist Request in the Biennium Budget 2009 to support bigger new facility	2009-2010	Laurel Gregory	Since new UH Center is delayed, request next biennium

Budget Request:

The amount that Hawai'i Community College spends on Library support for its faculty and staff in East Hawai'i is negotiated with UH Hilo. The funding pays for one librarian at UHH, who is assigned to provide library use instruction to HawCC students, and participate in reference desk assistance and collection building in areas related to HawCC programs. The funding also helps support the UHH electronic article database subscriptions and intrasystem loans to HawCC faculty and students. This amount should be reviewed on a regular basis.

The Library and Learning Center in West Hawai'i falls under the general academic support services of the UH Center West Hawai'i and as such does not have a discreet budget managed by the Library staff. Funding was proposed for an additional APT Educational Specialist in the 2009 biennium budget to help manage a larger facility at the new UH Center under development. However, the timeline on this project is now uncertain, so the request has been deferred until the next biennium.

Part III. Data Chart: Quantitative Indicators for Unit Review

	Mookini Library (East Hawai'i)	UH Center West Hawai'i (West Hawai'i)
	2007-2008	2007-2008
Demand		
Student (FTE) HawCC	1,365	232
Faculty (FTE) HawCC	74	12
Total FTE Served	1,439	244
Efficiency		
3. Librarians (HawCC)	1	1
4. Number of staff (HawCC)	0	1
5. Number of service hours	84	59.3
6. Number of presentation sessions for HawCC students	85	8
7. Number of HawCC students attending presentation sessions per student FTE	.82	.41
8. Number of reference and informational questions per student and faculty FTE*	7.52	3.72
9. Fall semester Gate count per student and faculty FTE*	18.64	na
10. Total materials expenditures per student and faculty FTE*	$100.70	$5.64
11. Net volumes added per student and faculty FTE	.76	0**
12. Library Budget Allocations/College Budget Ratio***	.05	.0066
13. Circulation total per student and faculty FTE*	13.7	4.2
14. Intrasystem Loans total per student and faculty FTE*	.63	.27
Outcomes		
15. Number of online books and articles retrieved*	27.40	7.10

*Mookini Library numbers reflect usage by both HawCC *and* UHH FTE.
** Net volumes deleted due to weeding and earthquake 2006 damage
*** Mookini ratio reflects UH Hilo budget, not Hawai'i Community College

16. Common Student Learning Outcome: The student will evaluate information and its sources critically. (SLO activated October 2008. Not yet measured.)

17.a. Mean, Median and Mode: Mookini Library

Call Number	Mean	**Median**	Mode
H	1976	1981	1975
Q	1976	1983	1975
R	1985	2002	1976
T	1980	1993	1975

17.b. Mean, Median and Mode: UH Center West Hawai'i Library and Learning Center

Call Number	Mean	**Median**	Mode
D	1972	1967	1892*
H	1987	1979	1979
P	1981	1991	1990
Q	1984	1961	1989
R	1992	1971	1989
T	1989	1996	1986
All Call numbers	1982	1982	1989

* This date came from UH System Voyager data report, but it cannot be correct!

18. Satisfaction Measurements using common survey questions.

The first UH Community Colleges common survey was approved in October, 2008 and will be used for the next review.