

**QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York**

ACADEMIC SENATE

COMMITTEE ON THE LIBRARY

To: Drs. Peter Bates, Emily Tai, and Joel Kuszai, Steering Committee, Academic Senate

From: Dr. Joanne Chang, Chairperson

Date: June, 2017

Subject: Library Committee Annual Report, Fall 2016-Spring 2017

Committee Members: Joanne Chang, Music (2018) Chairperson, James Timbilla, Biological Sciences/Geology (2018), Helmut Loeffler, History (2017), Lisa Scandaliato, Art Gallery Asst Director (2017), Larisa Honey, social Science (2019) and Agnieszka Tuszynszka, English(2019) , Student representatives: Wei Wei (2017)

Liaisons: Sujun Wei, Chemistry, COC (2016-7), Liaison; Kerri-Ann Smith, Academic Literacy, Steering Committee Designee; Jeanne Galvin, Library, President's Liaison.

Dates Committee Met:

The Library Committee met five times in the course of the 2016-2017 academic year, at the following dates and times: October 19th at 12:30pm, November 30th at 12:30pm, February 1st at 12:30pm, March 22nd at 12:30pm and May 10th at 12:30pm

Narrative Summary of Committee Work:

In the course of the 2016/2017 academic year, the library committee reviewed its charges and focused its attention on several important matters.

During the academic year the committee received updates concerning the accessibility of the library restrooms for students with disabilities. The committee was informed that the project to make restrooms for both genders on the 2nd and 3rd floors compliant with the requirements according to the American with Disabilities Act (ADA) would begin in the summer of 2016 by Building and Grounds. However,

it was delayed and the project has not begun. The committee will continue pushing forward for this project to be done by end of academic year 2018, hopefully.

Regarding assessing security of Library holdings in the currently location – the Library has an alarm system in place and is functional. All of the Library's holdings are secure.

Regarding assessing adequacy of Library Resources: Library's digital resources are fully operational and any repair for broken equipment is maintained through the IT department.

Regarding accessing to resources within the building: All resources are accessible and available to students. Electronic resources such as laptops, tablets and calculators are also available upon request.

Regarding encouraging the extension of Library hours for quiet study space, electronic resources and reserve books, the Library hours are already extended. The Library is open 78 hours a week including extended times on Fridays and Sundays.

Regarding the refurbished balcony space that was set aside as a quiet study area for students one year ago, it is well utilized, and students have been successfully monitoring the sound on their own initiative. The space is bright and sunny with outlets available at each seat.

Regarding updating the Technology Plan: each CUNY school submits a plan regarding allocation of the technology fee, all of which is spent on technology for student use. The budget for electronic resources is \$186,000, which includes computer and electronic databases. The library has recently acquired the movie database Canopy. Faculty inquiries about databases should be made to Prof. Galvin and student labs receive new components every 3-4 years.

Numerous support sessions are provided for both faculty and students at the library. The library offers students a workshop to introduce them to the library's services. R101 is a required workshop for all honors students. Additionally, the library holds research parties during the semester. During these two-hour sessions, the library provides snacks, and two librarians are on hand to help students with their research papers. The library also holds workshops on predatory journals for faculty once or twice a year. Databases are open 24/7, and library chat is available most days until 11 pm. Number of students who utilize the workshops each semester will be totaled later. As faculty often work one on one with the librarians, the faculty participation numbers are not readily available.

Funding for acquisitions has not recently been reduced. However, previously, the student bookstore provided the library with a copy of each textbook newly adopted by a faculty member for a course, and this policy has ended. The library has \$15,000 to cover the cost of purchasing copies of books for reserve. This covered a significant amount but not all of the cost for these purchases. Since federal law

requires faculty to list their textbooks with CUNYFirst, this provides the library with the necessary information to maintain a supply of current textbooks for students.

Middle States assessment is upon us, and information literacy is included in this assessment. Requests will be made to specific Middle States' standard that relates to the charges of the library committee.

The committee invited chair from eLearning Committee in responding to the project "Fitness while Studying". A few faculty from Health, Physical Education and Dance and other departments were inquired and made suggestions. The committee decided to create a short online survey of SurveyMonkey to find out the needs of students studying at the Library. The link was sent to all campus students and it was available from Feb. 14th to March 8th with a reminder email sent out on Feb. 21st, 2017. Over 537 students responded and below is the summary:

The outcome of the survey was overwhelmingly positive and students will utilize relaxation and meditation tips if provided by the Library (see spreadsheet for actual survey results). Majority of students are interested in yoga and meditation techniques to reduce stress and reenergize during long study periods. Among these responses, 13.22% students never utilize the library, 14.34% utilize once a month, 24.21% utilize once a week and 48.23% utilize more than once a week. 17.91% spend less than an hour studying in one sitting, 51.87% spend between 1 to 2 hours, 21.27% spend 2 to 4 hours and 8.96% spend more than 4 hours. 83.61% students would utilize exercise and relaxation tips placed throughout the library. In the last question, many students input meditation, yoga and stretching exercises as the top 3 choices. The committee has done researches in these 3 areas and through personal recommendation decided to utilize a Chan/Zen meditation center for their extensive online information and youtube stretching exercises (chancenter.org). The request for copyright release is sent and the follow up work will be continued in Fall 2017. The committee determined a number of ways to disseminate fitness information: digital monitors, a flyer in study carrels, or a brochure.

New Recommendations:

It is recommended that Library Committee members continue to work with Committee of Computer Resources for CUNY Five Year Master Plan for keeping technology part of Library updated.

It is recommended that the Library Committee follow up the disability bathroom conversion with B&G in Fall 2017.

It is recommended that the Library Committee continue finishing up the project 'Fitness while Studying'. The copyright release letter to be drafted, obtained and offered so the stretching and meditation information in the library study area may be distributed for students.

It is recommended that the Library Committee obtain the total numbers of students who utilize the library workshops each semester or academic year.

It is recommended that the Library Committee find out if extra funding may be possible to complete the last print framing for Library. Possible suggestion of student work donation may be needed from Art Department faculty.

New Committee Members:

The 2016-2017 Library Committee welcomes our new members, Prof. Biao Wang from Math Department and Prof. Danny Mangra from Engineering Technology Department. We welcome Drs. Joanne Chang and Agnieszka Tuszynska who were unanimously elected as our Chair and Secretary, respectively, for the 2017-2018 academic year at the meeting on May 10, 2017.

Acknowledgements:

The Library Committee wishes to thank Library Director Jeanne Galvin for her invaluable expertise and advice, as well as her resourcefulness and dedication in responding to the needs of the students and faculty of Queensborough Community College, eLearning Committee Chair Professor Kevin Kolak for his presentation and possible further collaboration, Lana Zinger for ideas, Ashley Grant from Computer Resources and Renald Pierre-Charles from Office of the Vice President of Student Affairs for the "Fitness while Studying" project.

The Library Committee also wishes to thank everyone who has offered suggestions and for Professor Philip Pecorino, Professor Emily Tai, Professor Bates, Professor Joel Kuszai and Professor Jeffrey Jankowski for their availability, support and guidance throughout the year. It was a privilege and pleasure to work with each and every member of the 2016-2017 Library Committee.