



Program Review
Position Request Presentation

Position: Library Support Specialist from 11 months to 12 months

Requested by: ASLT - Library

Justification

Not a new position. This is an extension of an already established 11-month position.

Will add only 22 additional work days per fiscal year.

- ▶ **Winter recess, spring break, end-of-spring/pre-summer hiatus** are crucial times for progression and completion of various on-going projects.
- ▶ **Development and Maintenance of Textbook Reserves Collection**
- ▶ **Textbook Affordability Subcommittee (OER/ZTC)**
- ▶ **Current/Post-Pandemic Operational Reality**

Justification Cont.

History

When Shelter-In-Place (SIP) was declared in March 2020, technology quickly needed to be made available for students, since department labs, Library, and LC were closed to in-person services.

In the instant shift to the online modality, technology items from all over campus had to be quickly cataloged into the district's new Library Services Platform (LSP) Alma.

A few months into SIP there was a wireless hotspot shortage; new devices were ordered, delivered, and had to be cataloged and processed quickly as there was a long waiting list of students in need.

Leading to:

- ▶ Campus ITS team concluding that a **Master Technology List** is needed - an inventory of technology items for student use, from several different departments on campus that is cataloged and viewable in one central place - Alma. This is an on-going project.

LSS is responsible for the cataloging of technology items into Alma. Proper cataloging requires inputting specific metadata, that is unique to each item, such as location code, device type, serial numbers, item numbers, etc.

Cataloging is meticulous work that requires the specific skill-set of LSS

Technology Inventory

Library Name	Location Name	Material Type	Item Material Type	Title	MMS Id	Num of Items (In Repository)		
Cañada College Library	Equity Technology	Mixed material	Laptop	DELL LATITUDE E7470 ULTRABOOK	991000645235605308	30		
				LENOVO N42-20 CHROMEBOOK	991000643052405308	49		
				TOSHIBA CHROMEBOOK 2 4 GB	991000650240705308	79		
					Mobile Device	WIFI HOTSPOT. VERIZON JETPACK	991000648470305308	58
		Visual material	Equipment	Dell USB-C Mobile Adapter	991000824059705308	11		
				One by Wacom Creative Pen Tablet	991000782359705308	10		
			Laptop	Dell Latitude 5420 i7	991000824059805308	11		
				Dell Latitude 7400 Notebook (Non-Library laptops: Promise)	991000749059205308	29		
				Dell Latitude 7490 Notebook (Non-Library laptops)	991000749258505308	72		
				HP Elitebook 850 (Non-Library laptops: Sparkpoint)	991000749059105308	9		
				Lenovo Chromebook 81MH-00BUS	991000782759805308	22		
			Mobile Device	Verizon Ellipsis Jetpack MHS900L - Cañada Library	991000785559805308	150		
				Verizon Orbic Speed Mobile Hotspot Device - Cañada	991000815759805308	150		
			District Office	CAN Computer Science B23-140	Visual material	Laptop	MacBook Pro	991000750359805308
CAN DRC B5-303	Visual material			Equipment	Livescribe 2GB echo smartpen.	991000769259805308	12	
		VXi Talkpro USB2 Binaural Computer Headset			991000826310905308	2		
		iPad		Apple iPad Air 2	991000822657805308	4		
CAN Dream Center B9-219B	Visual material	Mobile Device		Verizon Jetpack MiFi 8800L - Cañada Dream Center	991000790559405308	6		
CAN Earth Science B23-233	Visual material	Laptop		Dell Latitude 7490 Notebook (Non-Library laptops)	991000749258505308	2		
CAN Engineering B16-106	Visual material	Laptop		Lenovo ThinkPad X1	991000783057505308	37		
CAN Promise Scholars B6-112	Visual material	Laptop		Lenovo Chromebook 100e [laptop]	991000827510705308	20		
CAN STEM Center B9 2nd Floor	Visual material	Equipment		Huion Inspiroy H1161 [Tablet]	991000783159305308	60		
		Laptop		DELL LATITUDE 5410 I7 (CAN STEM Center)	991000790059705308	4		
				Dell Latitude 5420 i7	991000824059805308	14		
		Mobile Device	HOTSPOT ALCATEL LINKZONE 2	991000787459805308	14			
Grand Total						865		

- ▶ **600+** technology items have been added to Cañada's technology inventory since March 2020
- ▶ In total, **865** technology items are cataloged, processed, and deployed to students and staff

- ▶ In-session work days require continuous interaction with students and the general public; insufficient time to devote to non-public facing duties and on-going projects.
- ▶ Working when classes are not in session supports equitable access to technology and other learning resources for our students.
- ▶ 120 new **Lenovo Chromebooks** will be added to our technology collection at the start of spring 2022.
- ▶ New technology request process for students is currently in development for upcoming spring.

Conclusion:

We are requesting just a 1 month extension of an 11-month position
22 additional days of work per fiscal year to:

- ▶ **Develop and expand Master Technology List**
- ▶ **Assist our Cataloging LSS (12-month position)**
- ▶ **Develop and maintain textbook reserves collection**
- ▶ **OER and ZTC collaboration and implementation through Textbook Affordability Subcommittee**
- ▶ **Increase student equity and service to the college as a whole**
- ▶ **Troubleshooting and Outreach** - The virtual modality of instruction and services are here to stay in addition to pre-pandemic, in-person services; this is now our “new normal”.