



College of the Redwoods
Request for Staff Funding FY 2015-16

This form should be used for requesting new staff positions and included in the program review process.

Initiator: Catherine Cox

Date: 10/16/15 Campus/Site: Eureka Main

Department: Library

Requested Amount: \$17,175.78

Divisional Rank (if any):

Position Title: Instructional Support Specialist 1 (0.5 FTE) (ex. ISSII, etc.)

Position description (please provide details about the position need):
[form will expand as needed]

This position will provide support to students using the library's computers and printing services, assist students to solve common problem, as well as providing coverage at the library circulation desk, assisting other library staff with the processing of library materials, maintaining library records, and maintaining the library's collections of books and other materials.

Statement of Need (Justify the need for the position)

In the last Program Review cycle, several staffing requests were submitted and were "held" by Cabinet pending an assessment of staffing needs by the new Library Director. This position is one of the outcomes of that assessment. The library has lost several positions over the past three years which have not been filled. At present, we have two FTE Library Technicians who are the sole staff covering the Circulation Desk for the 56 hours/week that the Library is open to the public.

The Library is the main access point for students needing computer access and printing on campus. During the last two years, checkouts of library study rooms have increased by 12%; usage of the reserve collection has increased by 16%; and the number of people using the Library has increased by 18% overall – **over 232,000 people** used the facility last year. A large number of those people are students who need assistance in the use of nearly 70 library computers and printers. In one month - 9/15 - we had **1,000 people** add money to their pcounter accounts using the library printer coinbox; LOTS of those interactions required assistance from staff. The time required to provide that assistance means that the two Library Technicians are not able to adequately carry out their other job duties. This position would provide support to students, while at the same time backing up and assisting the Library Technicians so that they can handle matters requiring more specific library expertise.



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Statement of Need (Cont'd)

Another reason for requesting this position is to improve Library safety and security in the later part of the day. With our current staffing levels, we frequently have only one Library Technician working solo from 4:30 pm till closing. While there are staff available in the ASC, if any situations arise requiring the Library Technician to deal with an emergency, we do not have a second person available in the Library. In order for the evening Library Technician to have his dinner break, the Circulation Desk is either staffed by the Library Director or it must be closed and left unattended, with no supervision in case of emergencies (and no way of ensuring that library materials are not taken out of the building, as well!)

Link with Institutional Goal/Assessment Results (Describe):

While this position does not directly tie to our previous department outcomes, it closely aligns with the college's recent emphasis on safety, as noted above. It also aligns with the college Education Master Plan goal 1.2, "Improve support for students", by ensuring that we have adequate support to assist students with the use of the technology that they need to complete their assignments.