

Learning Resources Unit

Mini-Program Review

Music Library

Spring 2007

I. Overview

A. Purpose / Services / Functions

The main function of the Music Library is to support the curriculum and students of the Music Department and Fine Arts Division, as well as the general ECC student population. The Music Library exists as an exemplary “learning community” for the campus, where students from different classes, faculty, tutors, librarian and staff all interact on a regular basis, thus forming a sense of community complemented by mutual support, and informational exchange.

The Music Library exists as a specialized branch library to the Schauerman Library and functions as a microcosm of many of the services offered by the Schauerman Library and Learning Resources Center, plus some specialized, lab-related services which accommodate the Fine Arts Division. The services include:

- a. Library materials: Printed music; audio recordings; books about music; reserve materials. Staff members provide materials at circulation desk upon request by students and faculty
- b. Music reference services assist students and faculty in accessing and locating needed materials
- c. Eight (8) Media stations provide the ability to students to utilize audio and visual materials contained in the Music Library
- d. Tables and practice rooms/pianos for music tutoring are provided in the Facility.
- e. Supervision and checkout for 15 practice rooms plus student use of Haag Recital Hall and basement rehearsal areas for theatre dept. students
- f. Several Internet/library resources stations are available in the Music Library
- g. Informational/directional services are provided by staff at the circulation desk
- h. Student supervision is provided by the Librarian, Applied Duty Instructors (on evenings and weekends), and staff.
- i. PT Faculty desks and workspace is utilized regularly
- j. A work room/staff room is provided for staff.

II. Program Statistics

The Millennium integrated library system has recorded a total a 7,987 circulation transactions in the music library for the period January through December 2006. This accounted for 8.9% of the total circulation activity for the period compared to 31.5% for the main library. The reserve collection accounted for 6,255 transactions. This represents 7.09% of the activity compared to 48.7% for the Schauerman Library. The integrated library system reflects 15,556 bibliographic records and 18,294 item records for the Music Library.

The total number of manual checkout and check in transactions for the practice room keys was 17,136 for the fall 2006 semester. This equals an average of 1,071 transactions per week during the regular semester. When one adds to the basic circulation statistics the physical reality of finding and getting “every item” off of the closed stack shelves, just as is done in the Schauerman Library Reserves, a clearer picture emerges of the intensive staff service to the students and faculty.

Multiple collections used by ensemble groups must be collated by the technicians to verify that all pieces are present when the collection is purchased and each time it is used and returned to the library.

The Music Library has as one of its major functions the support of the lab functions of Music 23- Applied Music –Private lessons and Music 90abcd – Intermediate Applied Music – Private Lessons. Through the practice rooms it also provides support for Voice and Piano classes.

A. Demand: FTES by Course/Program

Instructions: Analyze the **FTES by Course/Program** using first census data and answer the following questions. At a minimum, your analysis must include a 3-year cycle comparing like semesters.

Course	Year 3 Fall 2006	Year 2 Fall 2005	Year 1 Fall 2004
Music 23 –Applied Music	30.91	32.1	25.75
Music 90 – Intermediate Applied Music			

B. Offerings: Fill Rate*

Instructions: Review and analyze the **fill rate data** (including the fill rate per course for both day and evening), provided by Institutional Research for this program for a three year cycle and answer the following questions:

Average fill rate of courses in program: How does this program compare to:

Music 23 – Applied Music/Music 90 – Intermediate Applied Music	Fall 2006	Fall 2005	Fall 2004
	53.8	58.33	55.5

*Statistics: El Camino College 320 Reports *Percent of fill of classes at census is based on 6 sections per semester with a class size of 30 each.*

Given the data, is the program in a growth mode? ___ Yes X No

Comment:

1. Should a recommendation be written that addresses the data? ___ Yes ___ No

(If yes, list)

This will be a decision of the Fine Arts Division and therefore no recommendations are offered for this section.

C. Student Satisfaction with Hours of Operation

1. What (if anything) is indicated by the student satisfaction with scheduling?

The Music Library is open six days a week for a total of 72 hours a week. A librarian is on duty for approximately 35 of these hours. Two Library Media Technicians are assigned to a forty hour a week assignment and cover the period from 7:45AM to 6:00PM Monday through Thursday. During the evening hours and on Saturday, the facility is staffed by part-time Music department hires. These Applied Duty Instructors are usually part-time faculty or graduate music students from local universities.

The Music Library student opinion survey indicated that 77.3% considered the operating hours as excellent while 20.4% rated the hours as satisfactory, with 3% (1 person) having no opinion.

2. Are there time periods of high student demand which are not being addressed?
___ Yes X No How could such demand be addressed? Not applicable

3. Should a recommendation be written addressing this area? ___ Yes X No

III. Curriculum

A. Scope of the Collection

Media	# of Items	In Millennium Online Catalog	Available to All Users	For Faculty Use Only	Other
Reference Books	1,000*	YES	X		
Printed Music Scores	12,800*	Yes	X		
Reserve Collection	150*	YES	X		
CD collection	3000+*	YES	X		
LP's	2000*	NO	NO	X	Manual Access only
Videos, DVD's, Laserdisc	400+*	Yes	X		
Accompaniment tape collection	1200*	Yes	X		
Choral Music	3000 * with about 35 copies each	**		X	105,000 individual pieces*
Concert Band Music	1250 * with average of 58 parts each	**		X	72,500 individual pieces*
Jazz/dance band music	750 * with average of 18 parts each	**		X	13,500 individual pieces*
Orchestra music	1750 * with average of 62 parts each	**		X	108,000 individual pieces*

*Approximate numbers. **All materials acquired since 1992 are cataloged and searchable online. Older materials are searchable via the outdated card catalog format and available only to faculty.

B. Collection Development

Acquisitions decisions for materials contained in the collection are primarily made by FT music faculty. Each general discipline within the music field (choral, orchestral keyboard, guitar, etc.) has a designated fund level which has been traditionally assigned by the Dean of Fine Arts. FT faculty members in those areas, along with some PT faculty in specialized areas, such as jazz studies and guitar, make primary choices and requests for materials to support their teaching. Any remaining monies are spent by the Music Librarian. Not all PT

music faculty members have been involved in the process, though all FT music faculty have provided input on expenditures.

Many gift materials are donated to the Music Library because the facility has a wide reputation as a fine music collection in the South Bay region of L.A. County. The Music Librarian has usually accepted gifts from the public with the understanding that the library has the option to sell donated materials at the Schauerman Library book sale if they are not added to the collections.

All funding for the collection and equipment is provided by the Fine Arts Division. The full time staff and student or casuals assigned to the facility are a part of the Learning Resources Unit budget. The part time Applied Duty instructors are also paid from the Fine Arts Division budget.

1. Should a recommendation be written addressing the data? _____ Yes X No
(If yes, list.)

D. Instruction and Assessment

1. Learning Methods

1. What learning methods are incorporated inside and outside the library in the program to promote student success? **Explain.** The students are taught to use online resources both internal and external to ascertain availability of general information and specific musical arrangements. These information competency skills are transferable to other educational institutions or lifelong learning experiences.
2. Should a recommendation be written addressing above response? ___ Yes X No
(If yes, list.)

2. Assessment

1. How do you evaluate the extent to which the learning objectives, skills, and competencies are being met? Currently, assessment tools are being developed for the main library that can be replicated in the Music Library.
2. How do you use the results of the above evaluation to improve student learning and the quality of the program? N/A
3. Should a recommendation be written addressing this area? X Yes ___ No
(If yes, list.) Specific assessment tools should be utilized to gather evidence of the ability of students to locate specific information upon request.

IV. Program Requirements

A. Facilities and Equipment

1. Does the program make effective use of its facilities and equipment? **Explain.**
The program is adequately housed. The changing media formats take up less space than the print copies and have expanded the available space for the basic collection used by students and faculty. However many of the faculty use only collections for band, choir, etc. are housed in other locked facilities within the building
2. Are adequate facilities, equipment and supplies available for the program? Yes No **Explain.** The budget for equipment as received for the Fine Arts Division is inadequate to maintain and or update needed equipment or materials.
3. Are the facilities and equipment adequately maintained? Yes No **Explain.**
4. Should a recommendation be written addressing the data? Yes No **(If yes, list.)**

B. Staffing

Instructions: Analyze the data on **FTEF, adjunct FTEF, and the FT/PT ratio** for the most recent fall semester and answer the following questions:

FTEF (full-time equivalent faculty): # 1.0

Number of full-time FTEF: # 1.0

Number of adjunct hours: 24

FT/PT load ratio: 1.0/.60 (FTEF of part time staff during evening hours and Saturdays)

1. How do the program numbers compare to a like semester (Fall to Fall) three years ago or the previous program review? The number of full time faculty has been consistent over the past ten years. The hours have not changed and the staffing size has remained consistent.
2. Do you have a faculty mentoring program? Yes Not officially.
However the part time Applied Duty Instructors are oriented by the Music Librarian and he is the point of contact for operational issues as well as attendance challenges.
3. From this information, can you identify present and future staffing needs? Yes No
The current staffing level of one librarian and two library media technicians plus 24 hours per week of Applied Duty Instructor help is adequate to service the students using the facility. The librarian has a master's degree in both Music and Library Sciences and is an active musician. One of the technicians is also a music aficionado and has completed an AA program in Library Technology.

However, the staffing configuration should be reevaluated in light of the major uses of the facility. The largest volume of the use of the facility has been identified as the keys for the fifteen ancillary practice rooms that are checked out and monitored by the library personnel and circulation of printed materials such as sheet music.

4. What is the department doing to address any future staffing needs?

A recommendation has been offered to change the staffing to more appropriately fit the purposes of the facility. The volume of circulation and library related activity does not warrant an assigned librarian and two full time library media technicians. The ancillary practice rooms user are directly attached to Music 23 and Music 90. Both require an instructor of record for the lab activity. This task could be better served by a full-time certificated music instructor than a librarian. The certification of the current music librarian does qualify him to serve as the teacher of record. However, many of the other tasks performed in the position could be accomplished with the librarian being reassigned to cataloging responsibilities for the entire library system.

5. Should a recommendation be written addressing the data? Yes No

The recommendation is that a full time certificated music instructor be hired to operate this facility and that the current music librarian position be reassigned to the main library for the assignment of other professional duties.

C. Planning

1. Do the program faculty and other personnel have a clear idea of what is happening in the program, where it is headed, what external changes are affecting it, and what changes need to be made in order to enable the program to adapt and continue to be successful?

Explain.

The current operation of the Music Library is based on the use of the facility by students enrolled in a variety of courses. It is also a departmental library that services approximately 80 sections of music students and faculty

Updating of equipment should be constantly addressed. While the current equipment and facility serves the students adequately, the facilities are often quite crowded. The equipment does operate properly. The music faculty have determined that more computer-aided instruction would be helpful for the students.

On the basis of the needs for more computer and software-based instruction, the Music Library needs more and newer computer work stations. At this time, there is a need for a local Music Library network for music/audio and computer functions.

The key to providing better and more high-tech. services to the students will be the acquisition of a local PC network for audio/visual/CAI functions.

The student and faculty surveys remain highly positive in regards to facilities and staff interactions with the users, but recommendations have been made for technological upgrades. When it comes to planning for the future, technology usually requires an infusion of funding; therefore, we the proper mechanisms on our campus will be approached to achieve technological upgrades for our facility.

2. Should a recommendation be written addressing the data? Yes No
(If yes, list.) Additional network outlets should be installed in the Music Library with appropriate functionality available.

V. Conclusion

1. Prioritized Recommendations

- Realign the current staffing within the “Music Library”. Move the librarian to the main library.
- Relocate all books to the main library.
- Rename the facility as the Fine Arts Lab.
- Provide four additional computer stations for computer-aided instruction.

2. Major Needs

- Hire a music faculty member to manage the division lab and serve as the teacher of record for the Music 23 and Music 90 classes. This will fill the void caused by the movement of the current librarian.
- Negotiate staffing support i.e. full time or part time clerical staff. This will provide the necessary monitoring and retrieval of non-print materials needed by students and staff.

Appendix

Music Library Strengths

Staff expertise in music

Strong student/staff relationship – intimate learning community setting

Strong collection

Supports well the music curriculum and lab functions

Maintains hours in compliance with the main library

Attractive to donors of music materials from greater community

Adequate equipment for student needs currently

All material which is available for student use is accessible through Millennium

Strong maintenance of all collections (including large ensemble collections)

Music Library Challenges

Sets a precedent that cannot be met for other departments that want their own collection of books and materials within their work area.

Without appropriate assigned faculty/staff, the valuable collection will not remain intact in the Music Department lab.

Highly skilled personnel should be reassigned to the area of greatest need to help deflect the impact of staff deficits in the main library.

Skills of the current Music Librarian will compliment the areas of specialization for the librarians assigned to the Reference Desk

An additional librarian at Schauerman will re-enable the library to schedule two librarians for reference duty during predetermined heavy use periods.

Music Faculty are challenged by the thought of a new operational model and have passed a resolution through the Faculty Senate to keep the facility as it currently exists.