

Basic Institutional Data Form E

LIBRARY / LEARNING RESOURCE CENTER

Report for current year and previous two years and for this campus only • Estimate if necessary

Name and location of institution: Glendale Community College, Glendale, AZ

This form has been revised in 1988 to be compatible with the 1988 IPEDS (Integrated Postsecondary Education Data System) forms on libraries.

Check here if you have specialized libraries and you are not including them in these data. If you are not, please identify the specialized libraries on the back of this sheet.

	Two Years Prior	One Year Prior	Current Year
	19 89 - 90	19 90 - 91	19 91 - 92
A. USE AND SERVICE			(To 10/31/91)
Use of collection (number of books or materials in circulation annually among students or faculty divided by the number of students enrolled or faculty (FTE)):	70,238	108,731	20,450
Student use of book collection	N/D	N/D	N/D
Student use of reserved books	N/D	N/D	N/D
Student use of non-print materials (non-print media units—film strips, tapes, etc.—used annually in the library/center or checked out)	2,039	N/D	N/D
Faculty use of the collection	N/D	N/D	N/D
Use of other collections through interlibrary loan	3,078	1,694	567
Hours open per week	75.5	77.0	77.0
On-line data base searches per typical week	2	2	1
Presentations to service groups per week	3	2	2
B. COLLECTIONS			
Number of volumes	73,889	75,467	76,901
Volume added during the year	2,180	2,621	434
Number of physical units of microforms (especially microfiche and microfilm)	135,402	143,868	143,868
Number added during the year	9,542	8,466	N/D
Number of titles of non-print media (i.e., films, film-loops, filmstrips, slides, video-tapes, and disc and tape recordings)	3,607	3,314	3,314
Number of titles of non-print media added to the collection during the year	N/A	332	84
Number of serials purchased (including periodicals)	308	406	406
Government documents not reported elsewhere	N/A	N/A	N/A
Number of machine-readable titles	133	134	134
Number of other (non-periodical) serial titles	N/A	N/A	N/A

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LIBRARY / LEARNING RESOURCE CENTER (continued)

Name and location of institution: Glendale Community College, Glendale, AZ

	Two Years Prior	One Year Prior	Current Year
	19 89 - 90	19 90 - 91	19 91 - 92
C. STAFF			(To 10/31/91)
Number of FIE professional staff	10.5	10.5	10.5
Number of FIE non-professional staff (excluding students)	13.5	12.5	12.5
Number of FIE student assistants	9.5	9	9
Number of contributed services staff	N/A	N/A	N/A
D. FACILITIES			
Ratio of current library seating/study space to total student body	342:17,000	322:17,700	302:18,800
Number of public service terminals	14	18	19
Estimated linear shelving space remaining for expansion	1584	1669	1703
Estimated linear feet of materials stored off-site	N/A	N/A	N/A
E. EXPENDITURES			BUDGETED*
Total salaries (excluding fringe benefits) of professional staff <i>1111</i>	\$234,131	\$227,635	\$306,543
Total salaries (excluding fringe benefits) of non-professional staff (excluding students) <i>1230</i>	329,768	338,903	378,299
Total salaries (excluding fringe benefits) of student assistants <i>51316</i>	44,309	44,262	54,149
Expenditures for collection <i>4320</i>	Printed materials	47,528	49,536
	Serials <i>Subs 5200</i>	20,352	28,334
	Microforms + non-print	13,576	13,000
	Machine-readable materials	9,501	9,880
Expenditures for binding and rebinding	1,500	1,500	1,500
Expenditures for on-site production of materials	790	972	972
Expenditures for other services (X box to indicate contracted services)	Preservation <input type="checkbox"/>	N/A	N/A
	Computer services <input type="checkbox"/>	N/A	N/A
	Unreimbursed on-line data base searches <i>3210</i> <input checked="" type="checkbox"/>	900	2,500
	Telecommunications <input type="checkbox"/>	N/A	N/A
Other operating expenditures (including replacement of equipment and furnishings but excluding all capital outlay)	107,349	109,423	133,512
TOTAL LIBRARY EXPENDITURES	\$809,704	\$824,411	\$978,225

OVERVIEW OF LIBRARY/MEDIA CENTER SPACE REQUIREMENTS

TIME	HEAD COUNT	FTSE	PERCENT SEATED ²	SPACE REQUIREMENTS (Sq.Ft.)					
				PER USER ³	BOOKS ⁴	STAFF ⁵	SERVICES ⁶	TOTALS ⁷	DEFICIT/SURPLUS ⁸
Current	18,497	7,818.7	2.57% (302)*	35,190	7,690	5,360	13,900	62,140	-28,640
Proj. to 2001	25,000	10,300 ¹	15% (1545)*	46,350	8,000	6,794	14,788	75,932	-42,432

¹FTSE based on projections.

²Seating requirement for commuting colleges is 10-20% of FTSE (calculations based on 15%; current deficit 871 seats.) (1173 -302 = 871)

³Space per user requirement is 25-35 sq.ft.; calculations based on 30 sq.ft. For example, 1173 (15% of FTSE)x 30 = 35,190 sq.ft. (Considerations for handicapped may add more.)

⁴Book space equals .10 sq.ft. per first 150,000 volumes. (LMC volume count approximately 76,900 volumes.) 76,900 x .10 = 7,690 sq.ft.

⁵Staff space equals 1/8 of total book space and user space. For example, 7,690 + 35,190 ÷ 8 = 5,360.

⁶Service space equals 7% of user space and staff space plus periodicals, audio visual, other equipment and nonassignable space.

⁷Total equals 35,190 + 7,690 + 5,360 + 13,900 = 62,140 sq.ft.

⁸Deficit and/or additional sq.ft. needed; 62,140 - 33,500 = 28,640; projected enrollment needs are 42,432 sq.ft.; 1,000 sq.ft. to be added during 1991/92 remodeling not included.

Note: Accommodations for new and expanded services are not included. Current usable building size approximately 33,500 sq.ft.

*Number of students seated

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JJW/mac

Library Space