**2.9 The institution, through ownership or formal arrangements or agreements, provides and supports student and faculty access and user privileges to adequate library collections and services and to other learning/information resources consistent with the degrees offered. Collections, resources, and services are sufficient to support all its educational, research, and public service programs. (Learning Resources and Services)**

***Minimum Documentation Required*** *1. Description of library/learning resources that have been acquired to support the new program(s) or copies of contracts with institutions that provide library services or access to learning resources (written, formal agreements with other libraries for resource materials and services). Describe the relevancy of their collections to the proposed program.*

*2. Financial plan for supporting the expansion of library resources/the contracts needed for the new program(s) and the focus of that support.*

Valencia supports the research and educational needs of students, faculty, and staff by providing college wide access to library resources and services consistent with the degrees offered at the institution. Full-service libraries are located on all of Valencia’s campuses. The current library collections on Valencia’s West Campus (campus identified to house the B.S. Electrical & Engineering Technology programs) include more than 76,500 books, 30,000 e-books, 7,300 audiovisual materials, 170 serial subscriptions, and 130 online databases. All students, including those predominantly engaged in distance learning, have access to online databases, e-book collections and online library instruction tutorials. Through a statewide reciprocal agreement, students also have access to library materials from Florida public colleges and universities.

Valencia’s librarians conducted a thorough inventory of library/media resources to identify current holdings that support the B.S. Electrical and Engineering Technology programs, including books, e-books, audiovisual materials, serial subscriptions and online databases as illustrated below.

**Existing Library/Media Resources**

**Relevant to the B.S. Electrical & Engineering Technology Programs**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Program | Books | e-Books | Software | Periodicals | Audiovisuals | Databases |
| B.S. Electrical & Engineering Technology Programs | 598 | 0 | 56 | 0 | 32 | 1 |

Valencia’s librarians have projected a cost of approximately $14,520 for new library/media resources needed to support the proposed B.S. Electrical and Engineering Technology Programs. They consulted with Valencia and University of Central Florida (UCF) faculty as well as resource personnel at UCF to identify relevant references and resources to support the proposed curriculum. They also applied the following strategies to identify appropriate baccalaureate level materials for the electrical and engineering technology programs: (1) examine collections from accredited public colleges offering similar degrees where the library does not serve a graduate level program, (2) examine collections from accredited public colleges offering similar degrees and comparable in overall student population / library size to Valencia West Campus and, (3) holdings in the UCF library. The new materials needed and their initial costs are illustrated below:

**New Library/Media Resources Needed**

**Relevant to the B.S. Electrical and Engineering Technology Programs**

|  |  |  |
| --- | --- | --- |
| Electronic and Journal Resources | Publisher | Cost |
|  |  |  |
| Computers & Applied Sciences Complete | EBSCO | 3500.00 |
| CRC EngnetBase (410 eBook titles) | CRC Press | 3110.00 |
| IEEE Spectrum (Journal Subscription) | IEEE | 399.00 |
| The Institute (Journal Subscription) | IEEE | 50.00 |
| **TOTAL PROJECTED COST (ELECTRONIC & JOURNAL RESOURCES)** |  | **$7059.00** |

|  |  |  |
| --- | --- | --- |
| Book Title | Publisher | Cost |
| Classical circuit theory | Springer | 129.00 |
| Fast analytical techniques for electrical and electronic circuits | Cambridge University Press | 120.00 |
| Electrical Engineering Handbook, 3rd ed. | CRC Press | 209.95 |
| Engineering ethics : outline of an aspirational approach | Springer | 99.00 |
| Collaborative engineering : theory and practice | Springer | 149.00 |
| Applied Calculus of Variations for Engineers | CRC Press | 59.95 |
| How Round is Your Circle? Where Engineering and Mathematics Meet | Princeton Unversity Press | 29.95 |
| Mathematics for engineers | Wiley-ISTE | 70.00 |
| Energizing architecture : design and photovoltaics | Jovis | 48.00 |
| High-efficient low-cost photovoltaics : recent developments | Springer Berlin Heidelberg | 169.00 |
| Probability and random processes | Oxford University Press | 146.95 |
| Springer handbook of engineering statistics | Springer | 249.00 |

|  |  |  |
| --- | --- | --- |
| Statistics for engineers : an introduction | Wiley | 70.00 |
| Guide to Writing as an Engineer | Wiley | 46.00 |
| Managing Power Electronics: VLSI and DSP-Driven Consumer Systems | Wiley-IEEE Press | 115.00 |
| First Course in Fuzzy and Neural Control | Chapman and Hall/CRC | 124.95 |
| Control System Applications | CRC Press | 124.95 |
| Control System Fundamentals | CRC Press | 134.95 |
| BioMEMS | Springer | 139.00 |
| Nanocosm: Nanotechnology and the Big Changes Coming from the Inconceivably Small | AMACOM | 17.95 |
| Soft Machines: Nanotechnology and Life | Oxford University Press | 65.00 |
| Understanding Electrical Power Systems: An overview of the technology and the marketplace | Wiley-IEEE Press | 70.88 |
| Handbook of real-time and embedded systems | Chapman and Hall/CRC | 139.95 |
| Communicating embedded systems : software and design : formal methods | Wiley-ISTE | 110.00 |
| Beautiful architecture | O’Reilly Media | 44.99 |
| Cooperating embedded systems and wireless sensor networks | Wiley-ISTE | 150.00 |
| Distributed embedded control systems : improving dependability with coherent design | Springer | 129.00 |
| Embedded systems : architecture, programming and design | McGraw Hill Education | 27.76 |
| Executing SOA : a practical guide for the service-oriented architect | IBM Press | 49.99 |
| Handbook of networked and embedded control systems | Birkhauser Boston | 99.00 |
| Integrating Security and Software Engineering: Advances and Future Visions | IGI Global | 94.95 |
| Introduction to network security | Chapman and Hall/CRC | 79.95 |
| Microcontrollers : fundamentals and applications with PIC | CRC Press | 99.95 |
| Networking and internetworking with microcontrollers | Newnes | 81.95 |
| OPC unified architecture | Springer | 69.95 |
| Risk analysis and security countermeasure selection | CRC Press | 59.95 |
| Basic electro-optics for electrical engineers | SPIE Publications | 48.00 |
| Electro-optics handbook | McGraw Hill Professional | 185.95 |
| Foundations for Guided-Wave Optics | Wiley Interscience | 140.95 |
| Fundamentals of Optical Fibers | Wiley Interscience | 112.50 |
| Guided Wave Optics and Photonics : Micro-Ring Resonator Design for Telephone Network Security | Nova Science Publishers | 98.00 |
| Handbook of optical design | Marcel Dekker | 249.95 |
| Handbook of optical engineering | CRC Press | 249.95 |
| Handbook of optics | McGraw Hill Professional | 675.00 |
| Infrared System Engineering | Wiley Interscience | 164.50 |
| Infrared technology : applications to electro-optics, photonic devices, and sensors | Wiley Interscience | 218.50 |
| Laser satellite communication : the third generation | Praeger | 125.00 |
| Laser space communications | Artech House Publishers | 99.00 |
| Lens design | CRC Press | 132.93 |
| Microoptics technology | CRC Press | 209.95 |
| Mid-infrared semiconductor optoelectronics | Springer | 189.00 |
| Modern optical engineering : the design of optical systems | McGraw Hill Professional | 89.95 |
| Near-Earth laser communications | CRC Press | 139.95 |
| Optical access networks and advanced photonics : technologies and deployment strategies | Information Science Reference | 180.00 |
| Optical Waveguides : From Theory to Applied Technologies | CRC Press | 144.95 |
| Optoelectronics : infrared-visible-ultraviolet devices and applications | CRC Press | 134.99 |
| Principles of Lasers and Optics | Cambridge University Press | 52.00 |
| Theory and practice of infrared technology for  nondestructive testing | Wiley Interscience | 193.50 |
| **TOTAL PROJECTED COST (BOOKS)** |  | **$7,460.39** |
| **TOTAL PROJECTED COSTS (BOOKS AND ELECTRONIC & JOURNAL RESOURCES** |  | **$14,519.39** |

Based upon the proposed programmatic structure and implementation timeline, the Bachelors Degree Task Force derived consensus on the personnel requests for 2011-12 from divisions across the college that will support this baccalaureate program. Valencia’s library on its West Campus will need an additional 0.25 FTE librarian and a 0.5 FTE library assistant.

The [mission of the Valencia libraries](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\Web%20Page%20Mission%20Statement.pdf) (for full functionality of this site please see <http://www.valenciacc.edu/library/> ) is to provide a variety of learning-centered resources, services, and facilities to support a diverse community; to encourage student success, academic achievement, and lifelong learning; and to enhance teaching excellence.

The library goals and objectives align with the [Valencia Strategic Plan](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\Strategic%20Plan%20Approved%20by%20BOT%20June%202009.pdf), specifically Goal Two, Learning Assured. As part of the annual planning process for each campus, the library staff collaborates with their campus leadership to form operational plans for the academic year. See the [2007-2008 operational plan](file:///S:\GS-Library%20LIS\West%20Lib\Library%20Operational%20Plans\Library%20Operational%20Plan%200708.pdf), the [2008-2009 operational plan](file:///S:\GS-Library%20LIS\West%20Lib\Library%20Operational%20Plans\Library%20Operational%20Plan%200809.pdf) and the [2009-2010 operational plan](file:///S:\GS-Library%20LIS\West%20Lib\Library%20Operational%20Plans\Library%20Operational%20Plan%200910%20(in%20progress).pdf) (in progress) for the West Campus Library. There is a [library on each campus](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\Web%20Page%20Mission%20Statement.pdf) (East, Osceola, Winter Park and West). For full functionality of this site please see <http://www.valenciacc.edu/library/> ) and services are provided face-to-face and virtually.

College wide library holdings for [FY 2008/2009](file:///S:\GS-Library%20LIS\Library%20Reports\College%20Center%20for%20Library%20Automation%20Reports\CCLA%20Count%20of%20Items%20Held%206%2030%202009.pdf) reported by the College Center for Library Automation (CCLA) are as follows:

Books (volumes): 195,519

Audio: 5,773

Video: 15,217

Electronic (Software, eBook\*\*, eAudiobook): 33,584

\*\* Note: Through [CCLA](file:///S:\GS-Library%20LIS\Library%20Reports\College%20Center%20for%20Library%20Automation%20Reports\CCLA%20eBooks.pdf) Valencia has access to approximately 69,274

titles in the NetLibrary e-Book collection

[E-Reference sources and services](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\Valencia%20Library%20Electronic%20Resources%20May%202010.pdf) (for functionality of this site please see <http://www.valenciacc.edu/library/west/fulltext.asp>) The totals are a combination of those provided by [CCLA](file:///S:\GS-Library%20LIS\Library%20Reports\College%20Center%20for%20Library%20Automation%20Reports\CCLA%20eResources%202009-2010.pdf) and those purchased by Valencia:

E-Reference Sources/Services paid by CCLA and Valencia: 176

Periodicals (subscriptions) paid by Valencia: 242

Each library has computer workstations with Internet access available for library instruction, student research, and LINCC (Library Information Network & Cooperative Content) Web access. Through permanent, recurring funding from the Florida Legislature, registered users of the Florida College System enjoy online access to a shared collection of 89 e-Resources from the statewide college library information portal, [LINCCWeb](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\Welcome%20to%20LINCCWeb%20Home%20Page.pdf). (For full functionality of this site please visit http://www.linccweb.org). Librarians and other [qualified staff](file:///S:\GS-Library%20LIS\Library%20Reports\Valencia%20Library%20Job%20Descriptions\Roster%20of%20Library%20Staff%20as%20of%20May%202010.pdf) located at each campus location assist with research for course assignments, documentation, using library resources and other services and technologies. Students, faculty and staff can use and check out materials from any campus location. Valencia students also have reciprocal borrower privileges at all Florida state universities and colleges. Interlibrary loan is available to all borrowers.

DISTANCE EDUCATION FOCUS PER POLICY STATEMENT ON DISTANCE AND CORRESPONDENCE EDUCATION

Regarding the connection of this core requirement with the distance education environment, semester hours are used as an award of credit measure for all courses and programs. In addition, all degrees are based on the required number of semester hours. Valencia Community College is a learning centered institution with a commitment to quality education and high standards in all classes and through all modes of delivery. In order to fulfill this commitment, operational systems have been created to guide the training of faculty and the development, delivery, and assessment of alternative delivery courses. Consistent course delivery and policy/procedure application are designed to increase faculty and student success in the alternative delivery environment. In this context, an [Alternative Delivery Standards Plan](file:///D:\documents\Alternative%20Delivery%20Standards%20Policies%20and%20Procedures.pdf) (<http://valenciacc.edu/oit/itad/steringCommittee/standards.cfm>) was created in a joint effort by representatives from Faculty Association, Learning Technology & Alternative Delivery, Academic Affairs, Student Affairs, Administration, and the Office of Faculty Development. The charter of this workgroup was established to design and develop the guiding policies and procedures for Alternative Delivery at Valencia Community College.

Valencia offers three alternative delivery modes: web-enhanced, hybrid, and on-line instruction. Each has grown considerably since the SACS reaffirmation of accreditation visit in 2003. The attached document [Alternative Delivery Course Summary by Term](file:///D:\documents\Distance%20Ed%20Alternative%20Delivery%20Course%20Summary%20by%20Term.pdf) provides a summary of the number of courses, sections, students, and completion rates for each delivery method. The large growth in these areas prompted the college to create an Alternative Delivery Standards Committee (ADSC) in 2005. The charge of this group was to oversee the development of a college-wide vision and mission statement for alternative delivery and for the development of a draft policies and procedures document for alternative delivery. This group, now known as the Alternative Delivery Steering Committee (<http://valenciacc.edu/oit/itad/steeringCommittee>) has evolved into a standing committee reporting to the College Learning Council.

The Alternative Delivery Steering Committee chose *Quality Matters* (QM) as a peer review process for courses taught in an on-line and hybrid format. This process evaluates course design in the following areas: learning objectives, assessments, resources, learner engagement, course technology, learner support, and accessibility. Since Valencia began this peer review process in 2007, we have 29 courses which have successfully completed internal peer review. Courses were selected for QM review if they were General Education courses, or because they contributed to a high demand degree program. These courses are available for adoption (<http://valenciacc.edu/facultydevelopment/online/OnlineCourseTemplates.cfm>) by all faculty members credentialed to teach the particular courses. Faculty new to online teaching are encouraged to adopt [Online Courses QM Reviewed](file:///D:\documents\Distance%20Ed%20Online%20Courses%20QM%20Reviewed.pdf) (<http://valenciacc.edu/facultydevelopment/online/OnlineCourseTemplates.cfm>). Since 2007, 177 faculty members have adopted the online course templates. The Programs and Certificates Fifty Percent Online document lists the degree programs and technical certificates which can be at least 50% completed in an on-line format. Please review [Distance Learning with Valencia Online](file:///D:\documents\Distance%20Ed%20%20Distance%20Learning%20with%20Valencia%20Online.pdf) for a descriptive overview in the Valencia Catalog.

At Valencia Community College, class sections taught via alternative delivery methods are equivalent to on-campus sections of the same course in terms of objectives, competencies, content, and transferability.

Academic integrity, essential to the purpose of higher education, functions as the basic contract defining the expected relationship between an institution and its students, faculty and staff. It is a relationship in which all parties agree to function honestly and openly in all contexts related to teaching, learning and academic process.

All Valencia students access college records and registration, fee payment and online course systems and tools through a unique username and password which is set and controlled by the student. When setting up their username at Valencia, students provide personally identifiable information to create their own secret password. Students are required to follow institutional policy for resetting their password on a regular basis with an appropriate level of password complexity. Students are only able to access their accounts and their information when logging onto Valencia systems. It is the responsibility of the student to maintain the integrity and confidentiality of their password.

Valencia also employs diverse mechanisms and strategies to promote academic integrity in our students including:

* Software to detect and prevent plagiarism
* Required syllabi elements that promote awareness and expectations related to academic integrity and ethical responsibility
* Regularly reviewed Student Code of Conduct and updates as required
* Faculty use of various instructional strategies to detect and prevent academic dishonesty
* Faculty development opportunities to support implementation of instructional strategies and software for plagiarism prevention
* Awareness campaigns for students to ensure the security of their username and passwords
* Online Student Experience course offered to students which addresses issues related to plagiarism, netiquette, security, copyright, academic research, and related institutional policies and procedures.

Additional Supporting Documentation

[Valencia Catalog](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\2010-2011%20Valencia%20Catalog%20pg%2047.pdf), Libraries, p. 47

[Personnel Files](file:///S:\GS-Library%20LIS\Library%20Reports\Valencia%20Library%20Job%20Descriptions\Roster%20of%20Library%20Staff%20June%202010.pdf)

Campus contact information is provided for the [East](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\Campus%20Contacts\East%20Campus.pdf), [Osceola](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\Campus%20Contacts\Osceola%20Campus.pdf), [Winter Park](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\Campus%20Contacts\Winter%20Park%20Campus.pdf) and [West Campuses](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\Campus%20Contacts\West%20Campus.pdf).

[LINCCWeb Information](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\Welcome%20to%20LINCCWeb%20Home%20Page.pdf) (for full functionality of this site please go to [www.linccweb.org](http://www.linccweb.org))

Catalog of Instructional Software

Each campus provides computers in the library with a variety of computer software available installed or some for check-out. [The West Campus Library Computer Access Lab Software Catalog](file:///S:\GS-Library%20LIS\West%20Lib\West%20Library%20Publications\West%20Library%20Computer%20Lab%20Software%20Catalog%200910.pdf) is provided. The [West Campus Reference Library computers](file:///S:\GS-Library%20LIS\West%20Lib\West%20Library%20Floorplans\West%20Library%202nd%20Floor%20May%202010.pdf) (2nd floor) and [Computer Access Lab](file:///S:\GS-Library%20LIS\West%20Lib\West%20Library%20Floorplans\First%20floor%20computer%20lab%20rev%204-6-10.pdf) (1st floor) indicate layout.

Library Publications, including handbooks, flyers, brochures and instructional materials provided online (see individual library web sites for East, Osceola, Winter Park and West Campuses via <http://www.valenciacc.edu/library/> )or by distribution in library instruction classes or in the library and computer labs. Examples from the West Campus Library include the [West Campus Library Guide](file:///S:\GS-Library%20LIS\West%20Lib\West%20Library%20Publications\West%20Campus%20Library%20Guide.pdf) and the [West Campus Computer Access Lab Brochure](file:///S:\GS-Library%20LIS\West%20Lib\West%20Library%20Publications\West%20Library%20Computer%20Access%20Lab%20Brochure.pdf). Librarians collaborate with classroom teaching faculty to provide library instruction (LI) sessions. Samples of West Campus Library class handouts include [criminal justice](file:///S:\GS-Library%20LIS\West%20Lib\CJE\mcdonald2010.pdf), [architecture](file:///S:\GS-Library%20LIS\West%20Lib\ARC%201701\watters.pdf), [English composition](file:///S:\GS-Library%20LIS\West%20Lib\ENC%201101\geiger.pdf), an [online political science assignment](file:///S:\GS-Library%20LIS\West%20Lib\POS%202041\duncan_online2010.pdf), [sociology](file:///S:\GS-Library%20LIS\West%20Lib\SYG%202000\medina.pdf), [nursing](file:///S:\GS-Library%20LIS\West%20Lib\NUR\nursingI.pdf), and how to search the [library catalog](file:///S:\GS-Library%20LIS\West%20Lib\West%20Library%20Help%20Sheets\catalog_helpsheet.pdf).

Faculty, staff and students are made aware of new acquisitions on the regularly updated website [New Library Materials](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\New%20Library%20Materials.pdf) (for full functionality of this site please see <http://www.valenciacc.edu/newmaterials/> ).

Collection development is a collaborative process between librarians and faculty. The [Collection Development Procedure](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\LibraryCollectionDevelopmentProcedure%202010.pdf) document was approved by the college Learning Council and outlines acquisitions and deselection of materials.

Network and Cooperative Memberships include:

[College Center for Library Automation (CCLA)](file:///S:\GS-Library%20LIS\Library%20Reports\Agreements%20&%20Contracts\The%20College%20Center%20for%20Library%20Automation.pdf)   
[LINCCWeb eResources for Florida’s Community Colleges](file:///S:\GS-Library%20LIS\Library%20Reports\Agreements%20&%20Contracts\LINCCWeb%20eResources%20for%20Florida's%20Community%20Colleges.pdf)

[CCLA Contacts](file:///S:\GS-Library%20LIS\Library%20Reports\Agreements%20&%20Contracts\CCLA%20Contacts.pdf) are designated at each campus.

[Central Florida Library Cooperative (CFLC)](file:///S:\GS-Library%20LIS\Library%20Reports\Agreements%20&%20Contracts\Central%20Florida%20Library%20Cooperative.pdf)  
[Florida Distance Learning Consortium](file:///S:\GS-Library%20LIS\Library%20Reports\Agreements%20&%20Contracts\Florida%20Distance%20Learning%20Consortium.pdf)

[LYRASIS](file:///S:\GS-Library%20LIS\Library%20Reports\Agreements%20&%20Contracts\LYRASIS\Valencia%20Agreement%201978.pdf) (Valencia is a founding member of SOLINET which recently merged to become LYRASIS. Annual contract provides access to Online Computer Library Center – OCLC – Cataloging, WorldCat Resource Sharing and Access Subscription. Please refer to [product usage report](file:///S:\GS-Library%20LIS\Library%20Reports\Agreements%20&%20Contracts\LYRASIS\Product%20Usage%20History%20as%20of%205%2028%202010.pdf).)

Statewide Reciprocal Borrowing Agreement

Reciprocal borrowing through Florida’s State University Libraries, through the Florida Center for Library Automation (FCLA)  
( “[Florida Center for Library Automation](file:///S:\GS-Library%20LIS\Library%20Reports\Agreements%20&%20Contracts\Florida%20Center%20for%20Library%20Automation.pdf),” “[University Libraries of Florida Patron Verification](file:///S:\GS-Library%20LIS\Library%20Reports\Agreements%20&%20Contracts\University%20Libraries%20of%20Florida%20Patron%20Verification.pdf),” “[SUS and Community College System of Florida Library Borrowing Privileges Agreement](file:///S:\GS-Library%20LIS\Library%20Reports\Agreements%20&%20Contracts\SUS%20and%20Community%20College%20System%20Library%20Borrowing%20Privileges%20Agreement.pdf)”, [“Florida Distance Learning Library Initiative”)](file:///S:\GS-Library%20LIS\Library%20Reports\Agreements%20&%20Contracts\Florida%20Distance%20Learning%20Library%20Initiative.pdf)

Usage Reports

[LINCC Collection Assessment Report](file:///S:\GS-Library%20LIS\Library%20Reports\College%20Center%20for%20Library%20Automation%20Reports\CCLA%20Collection%20Assessment%202007.pdf) 2007 This is the latest version of a comprehensive statewide report of holdings comparing Valencia to the other state colleges.

CCLA provides an [annual report of circulation transactions](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\CCLA%20Circ%20by%20Borrower%20Type%200809.pdf) (loans, renewals, holds and returns) for each sublibrary. The most recent report is from the calendar period 0809. For all campuses: 155,064 loans, 13,363 renewals, 2,596 holds (requests for materials) and 3,486 in-house circulation.

The campus libraries provide on-site (face-to-face) library and learning resources in addition to providing virtual resources and services via campus web pages, contracted off-site resources, online tutorials, direct email with librarians, and participation in the statewide academic desk of “[Ask-a-Librarian](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\Ask-a-Librarian%20Virtual%20Help%20Webpage.pdf)” (For full functionality of this site see <http://tinyurl.com/Ask-A-Librarian-Portal>). [[2007-2009 Ask-a-Librarian report](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\Valencia%20Community%20College%20%20Virtual%20Reference%20Transactions%20TBLC%20Oct%2007%20-%20Sep%2009.pdf)]

Students learn about library resources and services primarily through library instruction classes arranged through faculty referral, print and web brochures and handouts, and ‘drop-in’ orientation. The 2010-2011 [Valencia Student Handbook](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\Student%20Handbook%202010-11%20pg%2040.pdf) also describes the libraries, p. 40. (for full functionality of this site please see <http://www.valenciacc.edu/pdf/studenthandbook.pdf>) The libraries’ [Borrowing and Circulation Guideline](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\Borrowing%20and%20Circulation%20Guidelines.pdf) document is available on the web. (For full functionality of this site see http://www.valenciacc.edu/library/documents/Borrowing\_Circulation.pdf).

Distance education (online) students are also provided with library information and resources within their individual courses and through the library website’s [Online Library Resources](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\Web%20Page%20Online%20Resources%20for%20Students.pdf) (for full functionality of this site please see <http://www.valenciacc.edu/library/online/>). Various library instruction tutorials are available:

<http://www.valenciacc.edu/library/east/db_tutorials.cfm>  
<http://www.valenciacc.edu/library/osceola/Research_Tutorials.cfm>  
<http://www.valenciacc.edu/library/wp/additional/tips.cfm>  
<http://www.valenciacc.edu/library/west/tutorials.asp>

Students with disabilities are provided access information through the [Office of Students with Disabilities Handbook](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\Office%20for%20Students%20with%20Disabilities%20Student%20Handbook.pdf) and individual counseling with the disabilities office advisors. All library facilities have [assistive technology available](file:///S:\GS-Library%20LIS\Library%20Reports\Assistive%20Technology%20List\Assistive%20Technology%20in%20Valencia%20Libraries.pdf).

Dual enrollment students and faculty are made aware of library resources through the [Valencia Dual Enrollment Handbook](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\2010-11%20Dual%20Enrollment%20Library%20Section.pdf), pg 13-14.

Teaching faculty is made aware of library resources and services through department web pages, staff orientation and meetings, librarian liaison representatives to each department, and [Leadership Valencia](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\Leadership%20Valencia%20Professional%20Development.pdf) workshops (for full functionality of this site please see <http://www.valenciacc.edu/leadership/> ). Teaching faculty is consulted on collection development and de-selection, new program initiatives, and library instruction. A librarian is included as a standing member of the [College Curriculum Committee](file:///S:\GS-Library%20LIS\Library%20Reports\General%20Information\0910%20College%20Curriculum%20Committee%20Membership.pdf). West Campus librarians were members of the resource planning committees for the two new bachelor programs. For the last three consecutive semesters, the West Campus Library has solicited faculty feedback through an online survey distributed to all full-time and four-month faculty. Results are available for [Spring 2009](file:///S:\GS-Library%20LIS\West%20Lib\Faculty%20Surveys\Spring%202009.pdf), [Fall 2009](file:///S:\GS-Library%20LIS\West%20Lib\Faculty%20Surveys\Fall%202009.pdf) and [Spring 2010](file:///S:\GS-Library%20LIS\West%20Lib\Faculty%20Surveys\Spring%202010.pdf).

Periodically, the libraries participate in national surveys. Results of the most recent are:  
[Association of College and Research Libraries (ACRL) 2010](file:///S:\GS-Library%20LIS\Library%20Reports\Surveys\ACRL%20COMPLETE%202010-05-10.pdf)    
[National Center for Education Statistics (NCES) American Libraries Survey 2008](file:///S:\GS-Library%20LIS\Library%20Reports\Surveys\NCES%202008.pdf)