

American Samoa Community College

Spring | **16**

Divisional Assessment
Library Resource Center



American Samoa Community College
FY 2016 Divisional Assessment
Library Resource Center

Library Resource Center

Explain how your mission and outcomes support the institution's mission (Faamatala le sootaga ma le lagolagoina o la tou manulaufi ma matati'a ausia o le Manulauti a le Kolisi):

Text Responses

Our mission of providing library services, student access to library collections and researched information, supports and helps the institution complete its overall mission of "fostering successful student learning by providing high quality educational programs and services that will enable students to achieve their educational goals and to contribute to the social, cultural, political, economic, technological, and environmental well-being of American Samoa."

The library's mission is to support the college's mission of excellence in education by providing material, technological and personal resources and services for lifelong learning to the faculty, staff, administrators and community members.

The library provides students with research information in writing their research papers. without the library, it will be hard for students to do research with books, documents, computer usage.

Students acquiring to pass courses need to present liable resources, and library learning center is able to present most of that needed learning tools.

In order to fulfill the mission of the college which is to "foster successful student learning by providing high quality educational programs and services that will enable students to achieve by providing high quality educational programs and services...", the library is one of the services provided for the lifelong learning needs of the students. The Learning center is a center where educational information resources are provided.

the library supports the educational needs of the students, faculty and staff of ASCC. Materials are available to help meet the curricular needs of the college. Our learning resource center is a place where educational resources are provided for the lifelong learning needs of the total college population - these are bibliographical, physical ad intellectual.

N/A

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

Show Less Responses

Please check/mark how your Department/Program/Division's Mission link to ASCC's Mission (Faamolemole faailoa mai pe faapefea ona fesootai le manulauti a lo outou matagaluega/polokalama/vaega ma le manulauti o le Kolisi):

	Yes (Ioe)	No (Leai)	Please explain and provide evidence (Faamatala):	Standard Deviation	Responses	Weighted Average
Transfer to institutions of higher learning: (Faauauau atu i iunivesite ma aoaoga maualuluga atu):	7 (88%)	1 (13%)	0 (0%)	3.09	8	1.13 / 2
Successful entry into the workforce (Faamanuiaina i galuega):	7 (100%)	0 (0%)	0 (0%)	3.3	7	1 / 2
Research and extension in human and natural resources; (Sailiiliga ma le faalautelega I mataupu tau tagata ma punaoa faalenatura):	6 (86%)	1 (14%)	0 (0%)	2.62	7	1.14 / 2
Awareness of Samoa and the Pacific (Silafia o Samoa ma le Pasefika):	7 (100%)	0 (0%)	0 (0%)	3.3	7	1 / 2
						1.07 / 2

1a. Does the Department/Program/Division conduct/undergo a periodic evaluation on the effectiveness of instruction and services? (E faatino ni suesuega faavaitau a le matagaluega/polokalama/vaega e iloilo ai le aogā o aoaoga ma tautua?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	6 (67%)	0 (0%)	3 (33%)	2.45	9

1b. Please explain: (Fa'amolemole fa'amatala)

American Samoa Community College
FY 2016 Divisional Assessment
Library Resource Center

Text Responses

Yes, via 1) ASCC Annual Divisional Assessment Survey 2) ASCC Biennial Institutional Program Review Survey 3) Library Bi-Weekly Reports 4) Library Quarterly Reports 5) Library End of Year Report 6) Staff Performance Evaluation and 7) Annual Library Faculty and Student Surveys, all serve to improve library services from identified "Strengths, Weakness, Opportunities, and Threats" (S.W.O.T.) analysis of library services.

The library conducts a yearly Library survey for the Faculty and students.

We have surveys that students and teachers are able to explain various ways of what and how we can better assist their learning outcomes. It also allows them to freely express their concerns in building better relationships with the library staff.

The ASCC Library also conducts quarterly surveys to ask our patrons if there are any improvements and/or concerns that they feel should be dealt with or improved. The Staff is also under evaluation by the patrons that answer the surveys.

Survey

2. How does your Department/Program/Division support student learning and achievement? (E faapefea ona lagolago e le tou matagaluega/polokalama/vaega aooaga ma tulaga ausia a tagata aooaga?):

Text Responses

By supporting successful completion and achievement of all academic degree programs and certificates. Library Services is an integral part of student program degrees and certificates' success and achievement.

By letting students know that we have articles, books, magazines, etc..for them look into it to help them with their research

By providing resources in the form of books, magazines, scholarly journals, newspapers, audiovisuals, computers and individual help.

Provide Academic books for classes and pleasure reading, and also provide a place for academic studying.

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

Aua foi, o le Library e aoga e fai ai su'esu'ega a tamaiti a'o'oga. E tusi ai latou pepa o vasega, e fa'aaoga ai computers e fa'alauatele ai foi isi su'esue'ga ta'itasi.

Most of the English Department instructors bring their students to the library for library tours. We are able to present to the students web-sites as well as the reading materials that can assist them with their class assignments.

The Library supports student learning by providing educational information resources with select materials to meet curricular needs of the college. We also have computers, where our patrons can use for research in completing assignments.

Library provides over 30,00 volumes of print and no-print materials. Reference collection which provides encyclopedia, almanacs, dictionaries, atlases, just to name a few. Also, our general collection area is for patron check-out and consists of non-fiction and fiction books. Educational Resource center, contains educational books and periodicals in support of the teacher education courses. 8 computer workstations for word processing and research. Special Collection room contains books, periodicals and materials on the Pacific and Samoan Islands. These are just some of the things or ways the Library/ Learning Resource Center support student learning and achievement.

We have a collection of sources of information in the library, where colleges students are more than welcome to do research and study quietly.

3. Check the following used for evaluating the effectiveness of the Department/Program/Division: Please explain how each is used. (Togi ripoti na faaaogā i le iloiloga o le aogā o la outou vaega. Faamolemole faamatala pe faapefea ona faaaoga ia ripoti taitasi.):

	Yes (Ioe)	No (Leai)	Please Explain	Standard Deviation	Responses	Weighted Average
Annual Reports (Ripoti faaletausaga: Ioe pe Leai, Faamolemole faamatala.)	2 (33%)	4 (67%)	0 (0%)	1.63	6	1 / 1
Quarterly Reports (Ripoti faalekuata. Ioe pe Leai,	5	2	0	2.05	7	1 / 1

American Samoa Community College
FY 2016 Divisional Assessment
Library Resource Center

	Yes (Ioe)	No (Leai)	Please Explain	Standard Deviation	Responses	Weighted Average
Faamolemole faamatala)	(71%)	(29%)	(0%)			
Bi-weekly Reports (Ripoti tai lua vaiaso. Ioe pe Leai, Faamolemole faamatala).	8 (100%)	0 (0%)	0 (0%)	3.77	8	1 / 1
Student Learning Outcomes (Agavaa Ausia Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)	3 (50%)	3 (50%)	0 (0%)	1.41	6	1 / 1
Institutional Strategic Plan (Fuafuaga Faataatia Kolisi. Ioe pe Leai, Faamolemole faamatala)	3 (50%)	3 (50%)	0 (0%)	1.41	6	1 / 1
Performance Evaluation (Iloiloga o Galuega Faatino. Ioe pe Leai, Faamolemole faamatala)	6 (86%)	1 (14%)	0 (0%)	2.62	7	1 / 1
Program Review (Iloiloga o Polokalama. Ioe pe Leai, Faamolemole faamatala)	3 (50%)	3 (50%)	0 (0%)	1.41	6	1 / 1
Course Evaluation (Suesuega o Mataupu. Ioe pe Leai, Faamolemole faamatala)	1 (17%)	5 (83%)	0 (0%)	2.16	6	1 / 1
Student Satisfaction Survey (Suesuega Lotomalie Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)	8 (89%)	1 (11%)	0 (0%)	3.56	9	1 / 1
Fact Sheets (Pepa o Faamatalaga Moni. Ioe pe Leai, Faamolemole faamatala)	2 (33%)	4 (67%)	0 (0%)	1.63	6	1 / 1
Other Evidence (Nisi faamaumauga. Ioe pe Leai, Faamolemole faamatala)	1 (20%)	4 (80%)	0 (0%)	1.7	5	1 / 1
						1 / 1

1a. Have evaluation processes resulted in recent/continuous improvements? Please explain (Na mafai ona fa'aauau faaleleiga ona o faaiuga mai iloiloga?)

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (63%)	0 (0%)	3 (38%)	2.05	8

1b. Please explain (Fa'amolemole fa'amatala):

Text Responses

In addition to #11 above, Library Suggestion Box comments has resulted in specific book orders added to library collection and as well as strengthening identified services.

Better communication. Awareness of unresolved problems Suggested solutions

A mae'a ona fa'atalatalanoa ma la'u pule i auala e fa'aleleia ai ni fa'aletonu, ona taumafai lea e mulimuli ai ina ia lelei atoatoa fa'aletonu

To better staff and student working relationships.

Don't know.

2. What outcomes did these improvement help achieve? Please explain (O a ni matāti'a na mafai e nei faaleleiga ona 'ausia? Faamolemole faamatala):

Text Responses

Enhanced library collection and Improved library services in high volume areas.

Better communication. Awareness of unresolved problems Suggested solutions

Ua tele tamiti e omai i le library, ua fiafia i le tele o meafou e iai tusi, fou, websites i le computer e fesoasoani i su'esu'ega o latou pepa, ua tele foi faiaoga e asiasi mai ma laotu vasega e fa'amasani tamaiti i totonu o le library, ma feiloa'i ma tagata faigaluega ona o

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

le mana'o, ia i ai se feso'ota'iga lelei i le va o le aufaigaluega ma tamaiti, e faigofie ai ona galulue faatasi i ala fesoasoani mo sue'suega a le fanau./

Don't know.

3a. Where there any recommendations from the previous Divisional Assessment (2015) that were not completed/acted on in the past year? (Na iai ni fautuaga mai le Suesuega a le Vaega e le'i mafai ona faia i le tausaga talu ai?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	1 (13%)	0 (0%)	7 (88%)	3.09	8

3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Maintain library mission readiness status.

Atonu ou te le'i manatua fuafuaga ale Dvidisionala Assessment 2015, ae lea lava e fai la matou tautua, o le fesoasoani lava i tamaiti [e a o mai i le libratry

Don't know.

4. List significant achievements made to this Department/Program/Division over this past year (Lisi mai ni matāti'a na ausia e le polokalama/matagaluega/vaega i le tausaga talu ai?):

Text Responses

Connecting with other non-library internal stakeholders and strengthen follow-ups with them - bridging the information gap. Hired

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

total four staffers in the past year.

Library became full staff with new personnel

Ua atoa lelei le aofa'i o tagata faigaluega e fesoasaoni ai i tamaiti, ua galulue fa'atasi matou ma faia'oga i le fia fa'aaogaina lea o le library e fai ai latou asiasiga ma vasega, ua matou sauni foi e fa'amatala matou websites e aoga lava lea mo le faalateleina o su'esuega i latou pepa tusi.

Don't know.

1a. Does your Department/Program/Division recognize and implement feedback from faculty and staff in decision making for continuous improvement to the institution? (E amanaia ma faaoga e tou matagaluega/polokalama/vaega manatu tuuina mai e faiaoga ma tagata faigaluega i faaiuga fai mo le fa'aauau o le faaleleia o le Kolisi?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	8 (89%)	0 (0%)	1 (11%)	3.56	9

1b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Through regular faculty/staff and library connections, including "free resources" and "interest" emails to faculty/staff from library. As well as through faculty surveys.

yes, more books

The library continually request faculty to visit the library to review its collection and see what it holds in support of their courses. Also the library has material request forms that faculty may fill out and submit to the library to purchase additional books, audiovisual material or journals in support of their courses.

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

Tele le aoga o le atoatoa ona lelei o mea faigaluega e faatino ai mana'oga o tamaiti e fesoasoani ai ia latou mataupu ma suesuega.
 Enables the library to order more updated books adding to its collection serving both students/teachers/community members.

2a. Are Department/Program/Division SOPs and decisions regularly communicated to staff/faculty? (E masani ona logo atu i tagata faigaluega/faiaoga faaiuga ma faagasologa (SOP) a le Vaega/Matagaluega/polokalama?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	6 (75%)	0 (0%)	2 (25%)	2.49	8

2b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Each library work area was asked to write an SOP that is currently in place at each work station.

New staff are rotated and trained in each area of the library. Also each area in the library has a SOP posted that explains the processes of that area for staff members.

i taimi o fonotaga a le matou ofisa, o na'ina e faailoa mai ai e le matou pule tulaga uma o matou galuega e tataua ona fai i aso uma

3a. Are the decisions systematically documented and archived? (E faasolosolo lelei le faamauina ma le teuina o faaiuga?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (71%)	0 (0%)	2 (29%)	2.05	7

3b. Please explain (Fa'amolemole fa'amatala):

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

Text Responses

Via internal staff emails and staff meeting minutes.

Decisions made during library meetings are documented in the meeting minutes and archived. Some decisions are at the discretion of the Director and I am not sure if they are noted down.

we either take notes during office meetings, or our secretary takes notes, and distribute to us....or else our boss will verbally let us know if something is important enough at the time.

1a. Is the Number of personnel adequate to support your Department/Program/Division? (O fetai le fuainumera o tagata faigaluega mo le lagolagoina o lau matagaluega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	6 (86%)	1 (14%)	0 (0%)	2.62	7

1b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Library is short of one staffer due to a staffer who recently died.

The library is at full staff with ten personnel. This enables the library to stay open during lunch periods by rotating staff breaks. It also enables all areas of the library to be available even when personnel are on leave,

e 10 le fainumera o le matou ofisa na tuli mai i le tele o tausasga, ae paeita'i, ua molia le to'atasi e ala i le malaga a le maliu ma le oit, o lea la ua toe mafaufau e toe hire seisi, e fa'aatoa ai le to'asefulu

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

2a. Do personnel possess all specialized skills or credentials required to support the Department/Program/Division? (Ua iai i tagata faigaluega agavaa poo tomai tau aoga o loo manaomia i le lagolagoina o le polokalama?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (71%)	1 (14%)	1 (14%)	1.89	7

2b. Please explain (Fa'amolemole fa'amatala):

Text Responses

All possess adequate skills to complete library mission.

Only the librarian and cataloger are required to have a MLS. Other personnel in the library may have degrees but not in library science,

E toa'valu matou e umia tikeri mai le kolisi, vagana ai na'o le to'alua.

3a. Are all proper documentation (degrees, certificates, etc.) on file and continuously updated? (O atoatoa faamaumauga (tikeri, tipiloma...) i faila ma faaauau faaopoopoga?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	7 (88%)	0 (0%)	1 (13%)	3.09	8

3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Periodically. And as current as can be.

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

All library personnel have their documents on file in the Human Resources Office.

o na uma mea o lo'o teuina i le HRO

We are always encouraged to check our documents and to follow up with HR on our current status as employees.

Don't know.

4a. Are all personnel in this Department/Program/Division careful in protecting the security, confidentiality and integrity of student information according to FERPA? (O faaeteete tagata faigaluega i lenei vaega i le malu puipuia o faamatalaga uma e tusa ma tulafono a le Kolisi, Faigamalo faalotoifale, feterale?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	6 (75%)	0 (0%)	2 (25%)	2.49	8

4b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Absolutely a must, especially in regards to personal student information for establishing their Library Cards.

The library uses the Follett Destiny program for student personal information which is protected by passwords. Also the college's Datatel program is only accessed by a few authorized library personnel.

O mea uma na na fa'aailoa mai e le matou pule, ia fa'aeteete uma matou, e aua le talanoaina atu i fafo

Show Less Responses

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

5. Does your Department/Program/Division effectively use its personnel to achieve its mission? (O faaoga tatau e lau matagaluega/polokalama/vaega au tagata faigaluega ina ia 'ausia ai lana manulaufi?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (71%)	0 (0%)	2 (29%)	2.05	7

5b. Please explain how it can be improved: (Faamolemole faamalamalama mai i lalo pe faapefea ona faaleleia.)

Text Responses

Accordingly or when the need arises.

New library staff are trained in each area of the library to familiarize them with the services provided to students by the library. All library staff should occasionally be rotated to refresh themselves with services available in all areas so they can direct students to the best research areas.

Ioe, o le galulue fa'atasi,(team work), e mama ai se avega

Are you a full time or Part Time employee?

	Full Time:	Part Time:	Responses
All Data	8 (100%)	0 (0%)	8

Number of Courses you teach:

Text Responses

None, but if need be, available for Social Science or Criminal Justice Adjunct Faculty.

American Samoa Community College
FY 2016 Divisional Assessment
Library Resource Center

N/A

not applicable

NA

None

Degrees, Coursework, and or Publications:

Text Responses

MSLS, MAEd, BS, AA, GAC (Graduate Academic Certificate in Advanced Management of Library and Information Agencies)

AA-Liberal Arts

N/A

AA in Education and Liberal Arts

Liberal Arts A.A

A.S. Degree in Accting. & Bus. Mngmnt.

Other Qualifications not listed in previous question:

Text Responses

N/A

N/A

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

Computer literate, tenkey by touch, multiple phone lines,
 None

List involvement in college/instruction, community activities (i.e., club sponsorships, committees, boards, organizations, etc.)
 Text Responses

Adjunct Faculty, Chair Accreditation Subcommittee Standard IIB: Library and Student Support Services.
 N/A
 Was a SGA member, representative to the BHO, Secretary to the Board, member of various committees
 Don't know.

1a. Have faculty/staff in the Department/Program/Division involved themselves in in-service training and other professional development? (Na auai le afaigaluega o le matagaluega/polokalama/vaega i ni aoaoga a’o galulue ma isi aoaoga auā le alualu i luma?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	2 (29%)	4 (57%)	1 (14%)	1.25	7

1b. If "yes", please list evidence (Afai e “Ioe” faamatala mai pine faamau o iai.):

Text Responses
 Several staffs attended the Feleti Barstow Public Library hosted workshops.

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

Supervisor training with Small Business Dept, HRO in-service trainings Library Cataloging training grant in Hawaii LOC cataloging in Hawaii Follett/Destiny training at FBPL Customer Service training at FBPL

Had staff development conducted by HRO in the past, became interview panel members for several college interviews, small business training for grant writing(certificate)

2a. Are there any unmet needs for professional development among personnel in this Department/Program/Division? (O iai ni manaoga tau aoaoga e le'i faia mo le afaigaluega a lau matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	2 (25%)	4 (50%)	2 (25%)	0.94	8

2b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Need increase travel budget for other staffers to attend relevant off-island workshops and conference. OR library staff need to be included in Academic "Accreditation"/ARC Conference in the future.

New personnel are still in training and have not been with us long,
 teamwork.....

3a. Are faculty/staff evaluated on an annual basis by the immediate Supervisor (i.e., Director, Dean, Vice-President, Chairperson, etc.)? (O iloilo galuega faatino faaletausagea mo faiaoga/tagata faigaluega e le Ta'ita'i (e pei o Taitaifono, Faatonu, Matua o le saofaiga, Sui-Peresitene.):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
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American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	7 (88%)	1 (13%)	0 (0%)	3.09	8

3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

This is the current practice.

All staff are given the employee evaluations each year,
 we have annual evaluation done on your hiring anniversary date.

Don't know.

4a. Are evaluations consistent and completed in a timely manner as documented in ASCC policies? (O mulimulita'i iloiloga o galuega faatino e tusa ma tulafono a le Kolisi Tuufaatasi?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	8 (89%)	0 (0%)	1 (11%)	3.56	9

4b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Per HR email reminders and submitted completed evaluations to HR.

Evaluations are turned in by the date assigned by the HRO,

American Samoa Community College
FY 2016 Divisional Assessment
Library Resource Center

As soon as we get our forms, we immediately filled them out, consulted with the boss and turn them in

1. Briefly describe the facilities occupied by your Department/Program/Division (i.e., classrooms, offices, labs, etc.)? (Otooto mai se faamatalaga o ituaiga fale/potu o faaaoga e lau matagaluega/polokalama/vaega e iai potu aoga, ofisa, potu su'esu'e, ma isi):

Text Responses

The ASCC Academic Library Building is a two-story 9960 square feet building located on the western side of campus facing the main road. First floor is the Reference Collection/common area; "Pacific Collection" Room; Program Director's Office; Processing Room; Female Restroom; Male Restroom; and Small Storage Room. Second Floor is the General Collection/common area; Education Resource Room; Staff Lounge/Kitchen; and a Staff Restroom.

Two story building for the Library, included inside with the Educational Resources and the Pacific Collections

The library is a two story building, The first floor contains the reference area and collection, workroom, computer area, Pacific collection, Director's office, Circulation desk and public restrooms. The second floor has the general collection and Educational Resource room.

Reference area, and Educational Resource center (ERC)

The Library is a two-story building. First floor consists of the work room, the Director's office, the computer lab, the Samoan Pacific room, the restrooms, the computer lab, reference books, and the utility room. the 2nd floor houses the general collection, the staff room, the TED room, and showcases for new editions.

Library

We occupy a two story building. On the first floor, we have our Reference area and three rooms, a work room for our cataloger, Pacific Collection, and the Program Directors Office, not including the bathrooms for the men and women. On the second floor there is one room for Teacher education and an open area for General Collection of books.

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

Don't know.

2a. Are all facilities adequate to support the mission of your Department/Program/Division? (O talafeagai fale/potu aua le lagolagoina o le manulauti a lau matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	4 (44%)	2 (22%)	3 (33%)	0.82	9

2b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Need new Annex Building for additional Collection space, Conference/Study Rooms, Needed Storage Room, Processing Room, and Cataloger's Room.

Each area of the library has staff members available to help students in that area, There are books, magazines, study tables, computers and printers for student use in these areas.

The AsCC Library provides academic resources to all students.

The Library need to be extended may be another floor, and to have it's own storage room as an archive. We have so many records that are taking up room that we the staff need for our workspace

Don't know.

3a. Does the Institution operate and maintain physical facilities that are adequate to serve the needs of this Department/Program/Division? (O faaaoga ma tausi e le aoga ni fale/potu e talafeagai e tautuaina le mana'oga o le matagaluega/polokalama/vaega.):

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	6 (75%)	0 (0%)	2 (25%)	2.49	8

3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

BUT See #50 above!

Although sufficient for now The library has ten student computers in the reference area and eight student computers in its ERC room. Library surveys show that students are requesting that the library needs more computers and the existing computers need to be updated, Also the ACs in the library have been there since it first opened in 2003, Students are now complaining of the heat in the library, The library purchased floor fans to help circulate the air, because the ACs are no longer working efficiently and need to be replaced in the near future.

OU te le malmalama tele i lea mataupu

Don't know.

4a. Does the institution take reasonable steps to provide a healthy, safe, and secure environment for this Department/Program/Division? (O faia e le kolisi ni gaoioiga mo se siosiomaga maloloina, saogalemu, ma malupuipua mo lenei matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	7 (78%)	1 (11%)	1 (11%)	2.83	9

4b. Please explain (Fa'amolemole fa'amatala):

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

Text Responses

minimally adequate BUT see #50 above, especially much needed safe storage space.

But need more custodians, Also need custodians to be trained on how to clean.

We keep facilities well maintained and clean, and also provide rules for all patrons to provide.

Besides smelly bathrooms around noontime, we need ventilation or air vents to let the foul air out.. our elevator is very scary, inoperable at times.

Don't know.

5a. Are the physical facilities accessible to persons with disabilities? (O faigofie ona faaaoga potu/fale e tagata o iai manaoga faapitoa?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	8 (89%)	1 (11%)	0 (0%)	3.56	9

5b. If no, please describe below what is needed to make your area accessible (faamolemole faamatala mai i lalo atu mea e moomia e faafaigofie ai ona faaaoga):

Text Responses

N/A

e le o sefe lelei le campus atoa e fa'aaoga e tagata nei e man'aomia le fesoasoani

Don't know.

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

6a. Are additional facilities required to support the Department/Program/Division? (O iai ni fale /potu faaopoopo o moomia e lagolago ai le matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (56%)	3 (33%)	1 (11%)	1.63	9

6b. If so, please list and explain (Afai o lea, faamolemole lisi i lalo ma faamalamalama mai):

Text Responses

See #50 above;)

Larger budget : To purchase new books to replace outdated to purchase new computers to replace old inefficient ACs to expand library

We need a new elevator that works right. The library needs to be enlarged, extended due to the population of students that comes in and out of the library

Don't know.

1. Briefly describe current equipment used by your Department/Program/Division and indicate whether it is adequate or inadequate (Ootoo mai meafaigaluega o loo faaoga i le taimi nei e lau matagaluega/polokalama/vaega ma faailoa mai poo talafeagai pe leai):

Text Responses

Computers, telephones, typewriter, fax, printers, copier machines, projectors, video camera system, and TV/monitors.

We use a lot of equipment that are supposed to be used for the Library

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

staff and student computers and software need to be updated and more computers for student use are needed.

Computers

e man'aomia se smart board e fa'aagoa e tamaiti, nisi tv e fai ai presentation, laptops e fa'aaoga e tagata faigaluega aua na'o le tasi lea e i ai i le taimi nei.

Don't know.

2a. Are additional equipment required to support the Department/Program/Division? (O moomia nisi meafaigaluega e lagolago ai le matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (63%)	2 (25%)	1 (13%)	1.7	8

2b. If so, please list and explain (Afai o lea, faamolemole lisi mai ma faamalamalama.):

Text Responses

All new staff computers and software programs most of the current software programs keeps expiring frequently;))

staff and student computers and software need to be updated and more computers for student use are needed.

need new tv because we only have one that is borrowed by instructors for their classes. need a flip chart for meetings and presentations. more laptop, a big screen for presentations, and more computers.

Don't know.

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

3a. Does the Department/Program/Division account for its equipment through regular inventory? (O mataitū lelei e le matagaluega/polokalama/vaega ana meafaigaluega, e ala i ana suega oloa faavaitau?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	6 (67%)	0 (0%)	3 (33%)	2.45	9

3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Periodically via MIS or Procurement Equipment Inventory.

College staff member does a yearly inventory

O matou mea faigaluega, e tusitusi uma i lalo le aofa'i, ma le tulaga o ia pe lelei, po ua leaga foi.

Don't know.

4a. Does the Department/Program/Division account for preventive maintenance of its equipment? (O nofo tapena le matagaluega/polokalama/vaega aua le puipuiga ma le faaleleia o ana meafaigaluega):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	7 (78%)	1 (11%)	1 (11%)	2.83	9

4b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Internally with staff and externally with MIS.

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

The library submits work orders to MIS or Maintenance when needed, Outside vendors are called to repair the copy machine and ACs when needed

E teu fa'alelei, ma fa'aeteete matou i nei mea uma matou te fa'aaogaina

Don't know.

5a. Is the equipment used by this Department/Program/Division similar to that used in the workplace or at a higher level institution? (O tai tutusa meafaigaluega a le matagaluega/polokalama/vaega ma mea e faaoga i falefaigaluega poo isi kolisi ma iunivesite?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	6 (67%)	2 (22%)	1 (11%)	2.16	9

5b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Basic technology to include software.

Computers, copiers, printers, overhead projectors

Ou te manatu, e ui ina laiti matou mea faigaluega, e tutusa lava ma mea lae e fa'aaoga i aoga i fafo

Don't know.

6a. Is there a need to update/upgrade equipment for improvement of services? (O moomia ona siitia le tulaga o meafaigaluega mo le faaleleia o auaunaga?):

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	9 (100%)	0 (0%)	0 (0%)	4.24	9

6b. Please explain (Fa'amolemole fa'amatala):

Text Responses

To current computers and software programs.

staff and student computers and software need to be updated and replaced old ACs need to be replaced

Ioe, aua a leaga computer pe mana'omia foi ni porokalame fou, ona valalau lava lea o le MIS, e omai e faalelei nei mea uma

Air conditions is very important and needed in the Library building to assist students learning outcomes.

Computers need to be replaced

Don't know.

1a. Is the budget information available to this Department/Program/Division? (O tatala le avanoa e maua ai ni faamaumauga o le Tala o le Tupe e ta'ita'i o matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	4 (50%)	0 (0%)	4 (50%)	1.89	8

1b. Please explain (Fa'amolemole fa'amatala):

Text Responses

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

To Program Director via CFO and "Datatel".

The budget is available to the Director,

Ioe, e fa'amatala mai lava e le matou pule le tulaga o le tupe a le library, ona fuafua lea i ai le fa'aaogaina e matou e fa'atau ai tusi, totogi ai supplies, ma isi lava mea e fia maua.

Don't know.

2a. Are faculty/staff involved in Department/Program/Division annual budget planning? (O 'auai faiaoga/'au faigaluega i le fuafuaina o le tala i le tupe faaletausaga a le matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	4 (44%)	3 (33%)	2 (22%)	0.82	9

2b. Please explain Fa'amolemole fa'amatala):

Text Responses

indirectly via staff meetings and requests by staff through the fiscal year when a need arises in the various work stations as well as identified needed equipment or supplies.

The Director submits the budget

Pau lava le mea a le afaigaluega e fai, o le ta'u atu i le matou pule ni mea matou te manan'o e fa'atau pe fa'aleleia ai le library, ona pule lava lea o le boss po'o a ana fuafuaga e faia.

Don't know.

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

3a. Does the Department/Program/Division provide guidance on budget processes, analysis, and preparation? (O ofo atu e le matagaluega/polokalama/vaega ni ta'iala o le faagaioiga o tala o tupe, iloiloga ma sauniga?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	4 (44%)	0 (0%)	5 (56%)	2.16	9

3b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Via CFO announcements in Leadership Team Meetings and subsequent emailings to Leadership Team.

N/A

i taimi o matou fonotoga, o le faimi la'ea e fa'amlalama uma ai e le matou boss le tala o le matou tupe,, ona fuafua lea i ai, pe fa'aapefa lona faaaogaina. Tele o taimi e totogi ai lava matou pili

Ordering of collection and other needed library tools.

Don't know.

4a. Is adequate financial support available to meet the needs of this Department/Program/Division? (O lava le lagolago tau tupe o faaavanoa atu mo matagaluega/polokalama/vaega?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	2 (22%)	5 (56%)	2 (22%)	1.41	9

4b. Please explain (Fa'molemole fa'amatala):

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

Text Responses

Minimally! Need a little bit more budget funds for Collection Development and Professional and Staff Development.

The Library staff need more knowledge to share with other Librarians off-island but the problem is that we do not have enough grant to attend training or workshop based on Library fields

Budget cuts Books expensive AC's expensive Computers expensive Travel expensive

e tele matou fuafuaga e fia fai e i ai lo matou fia o atu i fafo e auai i ni training fa'a-library, ina ia faalautele ai lo matou malamalama e e galuea'ina o le library i aso uma

Don't know.

5a. Does the Department/Program/Division effectively use its current financial resources to achieve its mission? (O faaaogā tatau e le matagaluega/polokalama/vaega ana alaga'oa tau tupe e ausia ai lana manulauti?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	6 (75%)	0 (0%)	2 (25%)	2.49	8

5b. Please explain (Fa'amolemole fa'amatala):

Text Responses

By "STRETCHING IT":)) Reprogramming funds according to need.

Don't know.

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

6a. Does the Department/Program/Division have any budget priorities to implement for continuous improvement to achieve its mission? (O iai ni faamuamua tau tala o le tupe a le matagaluega/polokalama/vaega o fia faatino mo le alualu pea i luma, ina ia ausia ai lana manulauti?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	5 (56%)	2 (22%)	2 (22%)	1.41	9

6b. Please explain (Fa'amolemole fa'amatala):

Text Responses

To get full asking/requested fiscal budget during budget proposals:))

Not enough grant to improve some of the Library needs

ACs need to be replaced as soon as possible Computers need to be purchased

Fia oka le tele o tusi mai fafo, aua lava le fesoasoani i tamaiti i latou suesuega.

Library budget is very important not only for ordering of library collection but should assist library staff to off-island workshops as well as ALA annual meetings.

Don't know.

1a. Is technology used to improve student learning and services? (O faaoga le tekonolosi e faaleleia ai aoaoga ma tautua mo tagata aooga?):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	8	0	1	3.56	9

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

	Yes (Ioe) (89%)	No (Leai) (0%)	Do not know (Leiloa) (11%)	Standard Deviation	Responses
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1b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Via library computers for student research as well as all the above identified equipment to effectuate services to meet student informational access needs.

The library has computers for student use

Library mainly uses computers for students and the public to gain access to the internet and anything that deals with academics

Aoga tele computer, websites

Technology is a must in the Library to assist students online research as well as collection much needed resources.

Don't know.

Show Less Responses

2. Check the following technologies sufficient to perform your duties:

	Available/Accessible (Avanoa/Faigofie ona maua)	Appropriate (Talafeagai)	Current (Tekonolosi o le taimi nei)	Standard Deviation	Responses	Weighted Average
ASCC Online Systems (Moodle, Compliance Assist, Colleague, Webmail, Website etc.) (Sisitema a le Kolisi Tuufaatasi (polokalama e fai ai	6 (67%)	2 (22%)	1 (11%)	2.16	9	1.44 / 3

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

	Available/Accessible (Avanoa/Faigofie ona maua)	Appropriate (Talafeagai)	Current (Tekonolosi o le taimi nei)	Standard Deviation	Responses	Weighted Average
vasega)						
Software (Microsoft Office, SPSS, CAD, Autodesk, etc.) (Poloklama tau komepiuta)	4 (44%)	4 (44%)	1 (11%)	1.41	9	1.67 / 3
Internet Connectivity (speed, etc.) (Fesootaiga tau initaneti)	6 (67%)	1 (11%)	2 (22%)	2.16	9	1.56 / 3
						1.56 / 3

Other technologies used (Ma isi tekonolosi faaaoga):

Text Responses

Wi-Fi good but often times not reliable.

Follett Destiny

laptops,

Don't know.

Show Less Responses

1. Are the following student support services available and accessible to students when needed? (O tatala avanoa ma faigofie ona maua auaunaga nei e tagata aoga pe a mana'omia?):

American Samoa Community College
FY 2016 Divisional Assessment
Library Resource Center

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses	Weighted Average
Computer Labs (Potu Komepiuta)	8 (100%)	0 (0%)	0 (0%)	3.77	8	1 / 3
Counseling (All types of Counseling) (Faufautua (Soo se Ituaiga):	4 (50%)	1 (13%)	3 (38%)	1.25	8	1.88 / 3
Financial Assistance (ex. Financial Aid, Work-Study, Scholarship, Deferred Payment Plans) (Fesoasoani Tau Tupe (ftg Fesoasoani Tau Tupe mai le Malo Tele, Polokalama Galue ma Aoga, Sikolasipi, Fuafuaga tau Pili Totogi Tolopō):	5 (63%)	1 (13%)	2 (25%)	1.7	8	1.63 / 3
Library (Faletusi):	8 (100%)	0 (0%)	0 (0%)	3.77	8	1 / 3
Academic Tutoring (Fesoasoani i meaaoga):	3 (50%)	1 (17%)	2 (33%)	0.82	6	1.83 / 3
Academic Advising (i.e., Online Information, Faculty Availability) (Faufautua i mataupu tau'ave (fa'ata'ita'iga, Faamatalaga i le Upega, avanoa o faiaoga):	5 (63%)	0 (0%)	3 (38%)	2.05	8	1.75 / 3
Campus Life (i.e., Security, Extra Curricular, Co-Curricular, etc.) (Olaga Faakolisi: (fa'ata'ita'iga, Malu o le Kolisi, Mataupu/faatinoga faaopoopo ma isi):	6 (86%)	0 (0%)	1 (14%)	2.62	7	1.29 / 3
Admissions and Records (Application, Transcripts, etc.) (Ofisa Faaulufale ma Faamaumauga (Tusi talosaga, Faamaumauga aloaia o togi maua, ma isi):	6 (86%)	1 (14%)	0 (0%)	2.62	7	1.14 / 3
						1.43 / 3

American Samoa Community College
FY 2016 Divisional Assessment
 Library Resource Center

1a. Does your Department/Program/Division help to ensure safety awareness and emergency procedures for its personnel, students and community? (i.e., Fire extinguishers, evacuation plans, First-Aid, etc.) (O fesoasoani lau matagaluega/polokalama/vaega e faamautinoa le silafia o puipuiga ma faatinoga o gaoioiga aua faalavelave faafuase'i mo au tagata faigaluega, tagata aooga ma tagata lautele? (fa'ata'ita'iga, Fagu tineimu, fuafuaga faataatia mo le tuua o le nofoaga, Fesoasoani Muamua, ma isi):

	Yes (Ioe)	No (Leai)	Do not know (Leiloa)	Standard Deviation	Responses
All Data	9 (100%)	0 (0%)	0 (0%)	4.24	9

1b. Please explain (Fa'amolemole fa'amatala):

Text Responses

Annual review of library and college evacuation plan. Annual library evacuation training.

All fire exits are posted with signs Emergency evacuation plan is posted Evacuation chair is available on second floor Staff are given evacuation instruction & training

The library has an emergency procedure that we follow during power outage. we also have a emergency chair to carry the handicapped from the 2nd floor all the way to the outside of the building.

Don't know.