

## Santa Ana College OTA Library Resources and Services

### Introduction to Library Facility

The Nealley Library, <http://www.sac.edu/library>, centrally located on the first level of the L-Building, has provided quality library and information services to Santa Ana College (SAC) students, staff, faculty, and community members since 1958. This heavily used 24,579 assignable square foot library facility is currently able to accommodate 477 students in individual study carrels, at tables with seating for four, at individual PC stations, in four group study rooms, or in a mediated lab used for library instruction.

The library plays an important role in the academic success of its college community as it supports the curricular needs of traditional on-campus students, as well as Distance Education (DE) students. Remote access to library resources is available twenty-four hours a day, seven days a week, with the use of a personal password and ID.

### OTA Faculty/Librarian Collaboration

SAC Librarian faculty frequently dialogue with classroom faculty. Librarians serve as division liaisons and work closely with individual academic divisions, departments and faculty. The Librarian who serves as division liaison for the Human Services & Technology Division works closely with the faculty and students of the OTA Program. This interaction includes, but is not solely limited to, informing faculty of library services and new library developments; soliciting and receiving reserve materials, as well as suggestions for library material selections; assisting with specific vocational program accreditation needs; collaborating with the development of classroom assignments; conducting customized library instruction classes (refer to attached sample instruction handout); and assisting faculty with research.

### Library Materials/Collection

The primary focus of the library's collection development is to support the general education and vocational college curriculum by supplying the resources necessary for students to conduct research, complete class assignments, and enhance the development of basic skills. The curriculum, faculty input, course assignments, and reference desk interactions with students, coupled with statistical analysis of materials holdings and circulation figures, drive the selection of library materials.

The book collection includes textbooks (checked out for library use only), books (for three week loan), ebooks (accessible 24/7 remotely), and online and hard copy reference books (ex: medical dictionaries and encyclopedias, such as the online version of *the Gale Encyclopedia of Nursing and Allied Health*, recently purchased from our current subscription to Gale Virtual Library (GVRL), "an online collection of over 2,000 reference books. It provides articles on virtually any research topic".

Creating a comprehensive list of OTA-related books is difficult. Many of these books are not searchable by entering "occupational therap\*" as keyword, or subject, and they haven't been tagged with an OTA code, e.g., *Tuesdays with Morrie*, *Thinking in Pictures*, *The Out of Sync Child*, etc... These books are read by students of various departments and are of interest to all students of the college. Refer to the following attachment: **SAC OTA Library Books Fall 2014**, a list of many, but not all of the current books in the library collection.

In addition to books, the library has also invested in online databases. Online periodical, reference and ebook databases provide access to resources that support the college curriculum and add substantially to the breadth and depth of the library by augmenting and updating the collection. Through the coordinated efforts of the Community College League of California, and the Council of Chief Librarians of California Community Colleges who negotiate with online database vendors on behalf of participating community college libraries, the library receives significant periodical database discounts. These databases are very popular and are heavily used by students, staff and faculty. They are searchable 24/7 remotely, and provide access to an array of journals, magazines, newspapers, reference sources, and e-books. Refer to the following attachment: **"SAC OTA Library Databases Fall 2014"**.

Periodical print subscriptions and periodical and reference databases are evaluated annually and are either retained, or cancelled based on a variety of criteria, which includes the curricular needs of students, cost comparison of databases providing similar subject coverage, monies available, usage patterns, and statistical data. To assist customers with periodical collection development, individual subscription vendors supply the library with monthly usage statistical reports. The library's OTA – related paper periodical subscriptions are: *American Journal of Occupational Therapy*, *Journal of Occupational Therapy Students*, *OT Practice*, and *OT Week*.

The library's reserve collection, chiefly comprised of textbooks, is heavily used. This collection provides students with short-term, library-use access to textbooks and other course materials that are chiefly supplied by teaching faculty and academic departments. Refer to the following attachment: **"SAC OTA Textbooks on Reserve"**.

### **Library Computers and Equipment**

Students have access to networked printers and scanners in the reference desk area. The library provides access to 59 computers, 2 ADA compliant stations, and 46 wireless laptops/netbooks available for student use. These provide access to the library's online catalog, reference and periodical databases, Internet resources, word processing software, assistive technology, and other software applications. All library computers, laptops and netbooks are networked to print to four print stations. The copy center houses photocopy machines and microform.

The library wireless laptop/netbook borrowing service is very popular. This service allows students greater flexibility as these laptops can be used in any individual or group study area of the library. They are loaned on a two-hour library-use only basis and are networked to print. The laptops and netbooks are connected to the campus network via wireless networking, and have access to the Internet, Microsoft Office, and all electronic resources and licensed databases to which the library subscribes.

Desktop PCs in the library are Dell Optiplex machines of various models. All of them are equipped with the Windows XP operating system and Microsoft Office applications (*Word*, *Excel*, *PowerPoint*, *Access*, etc.). Other software installed on the PCs includes 7-zip, *Adobe Reader*, *Apple Quicktime*, *Macromedia Shockwave* and *Flash*, *MS Windows Media Player*, *Realplayer*, and Symantec anti-virus.

### **Librarian Services to Students**

The reference desk is staffed by faculty librarians all hours the library is open. During the 9:30 a.m. - 12:30 p.m., Monday through Thursday peak hours, the reference desk is double-staffed. Librarians staff the reference desk, answer reference questions and conduct library instruction.

Librarians working the Reference Desk provide general information and one-on-one, customized, course-specific assistance and instruction to all students, including OTA students. Through point-of-use instruction, librarians educate students on the use of the library catalog, online databases, reference resources, search engines, or other tools to the users' particular needs.

Through the delivery of classroom library instruction, students learn to identify, locate, evaluate, and effectively use information. Faculty is very supportive of general, generic library workshops conducted by the Librarians in the library mediated classroom. They frequently comment on how library instruction helps students retrieve relevant, reputable information for assignments and reports. OTA faculty, along with a few other programs and departments continue to request traditional, customized, course-specific, and assignment-based library instruction done during the requestor's class time. As a result of OTA faculty requests, all OTA 101-L students attend and participate in customized course-specific instruction each Fall and Spring semester. The workshop is an integral component of the course curriculum. Beginning students of the OTA program are introduced to their library, its services, resources, and collection. They are taught catalog and periodical database search strategies, and are informed and guided about plagiarism and APA Style. These workshops have been offered since Fall 1997, and are conducted in L112-1, the library classroom, or, (when the library classroom is already booked), in T-210, the OTA classroom/lab. Refer to attachment: **"SAC OTA 101-L Library Instruction Fall 2014"**.

SAC has made a substantial technological commitment in all areas of library services. The library's homepage (<http://www.sac.edu/library>) serves as the vehicle for access to library services and resources. Links are maintained and updated on a regular basis. Seeking a permanent solution to the integration of all library resources (those retrieved via the library catalog and those retrieved via electronic database searches), in August 2103 the library adopted OCLC's Worldshare Management Services (WMS). The Nealley Library wireless laptop/netbook borrowing service is very popular. This service allows students greater flexibility as these laptops can be used in any individual or group study area of the library. They are loaned on a two-hour library-use only basis and are networked to print. The laptops and netbooks are connected to the campus network via wireless networking, and they have access to the Internet, Microsoft Office, and all electronic resources and licensed databases to which the library subscribes.

The library participates in nationwide interlibrary loan (ILL) borrowing and lending and has a Mutual Library Use Agreement with California State University, Long Beach, which whenever needed allows students greater access to resources beyond the college library.

The library maintains a close working relationship with DSPS faculty to ensure that students with disabilities have equal access to library services and resources. It provides reasonable accommodation in the form of specialized software, height-adjustable workstations, two scanners, wheelchair accessible furniture, and automatic doors for students with special needs. One instructional workstation and two public ADA workstations are equipped with assistive technology features such as screen reading programs designed for the visually impaired, a voice synthesizer, large print display software, text readers, scanning tools that allow users to read any form of printed

material, and two flatbed scanners. Software on these stations includes *Jaws for Windows*, *Zoom Text Extra*, *Dragon Naturally Speaking*, Kurzweil 1000, and Kurzweil 3000.