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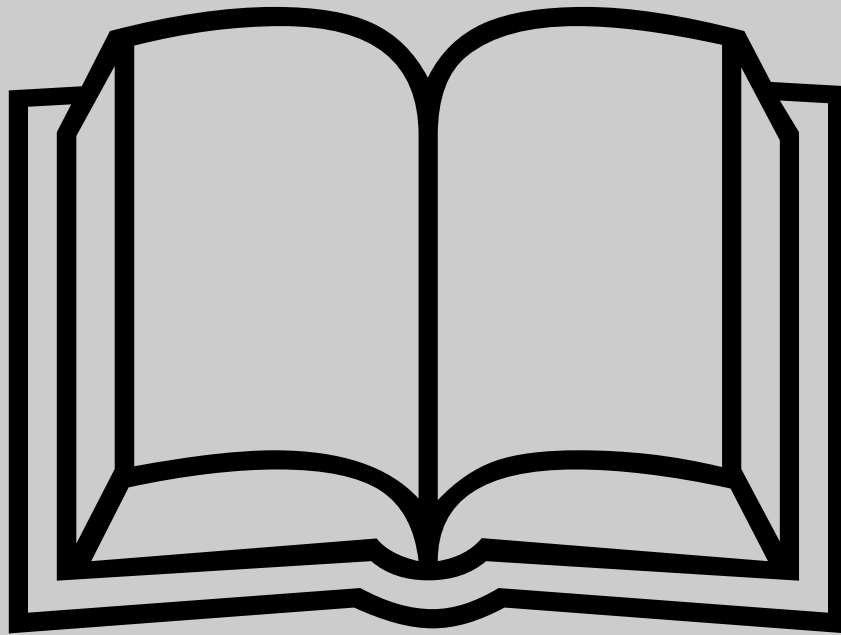
**ONTARIO COLLEGES OF APPLIED ARTS AND TECHNOLOGY**

**LIBRARY AND LEARNING RESOURCES  
STATISTICS**

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Heads, Libraries and Learning Resources

2003 / 2004



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# ALGONQUIN COLLEGE

Fiscal Year: April 04 – Mar 05

Total Number of Campuses: 3

Number of LRC's: 3

	Totals		Campus <i>i</i>		Campus		Campus		Campus	
			Woodroffe		Pembroke		Perth			
			Major Focus		Major Focus		Major Focus		Major Focus	
<b>ENROLMENT <i>ii</i></b>	<b>Totals:</b> 15,593									
Full-time post secondary					586		421			
Full-time other										
Part-time registrations					406					
<b>STAFFING <i>iii</i></b>	<b>Totals:</b> 560		529		25		6			
<b>LIBRARY STAFF</b> FT=Full-time PT=Part-time in full-time equivalancy	<b>FT</b>	<b>PT</b> FTE	<b>FT</b>	<b>PT</b> FTE	<b>FT</b>	<b>PT</b> FTE	<b>FT</b>	<b>PT</b> FTE	<b>FT</b>	<b>PT</b> FTE
Administration-Directors	1		1							
Administration-Managers/ Supervisors	1		1							
Administration-Systems										
Administration-Other (Specify)										
Librarians (Faculty)	3		2		1					
Library Technicians (Specify) A, A-Atypical, B, B-Atypical	15	1.5	11	.5	1	.4	1	.5		
Clerks (Specify) General, A B C D										
Secretary (Specify) A B C	1		1							
Technicians (Specify) A B C										
Technologists (Specify) A B C										
Technical Support Specialist (Specify) A										
Students	3		2.5					.5		
Other (Specify)										

<b>HOURS OF OPERATION</b>	<b>Total Number of Hours <i>iv</i></b>	<b>Campus Woodruffe Actual hours open <i>v</i></b>	<b>Campus Pembroke Actual hours open</b>	<b>Campus Perth Actual hours open</b>	<b>Campus</b>
1. Sept.-April: Mon-Thurs.	146	7:45-21:00	8:00-20:00 Thurs: 8:00 -19:00	8:00-19:30	
Friday	26.25	7:45-17:00	8:00-16:30	8:00-17:00	
Saturday	6	11:00-17:00	Irregular		
Sunday		Irregular	Irregular		
2. May-June: Mon-Thurs.	101	7:45-17:00	8:00-17:00	8:00-16:00	
Friday	25.25	7:45-17:00	8:00-16:00	8:00-16:00	
Saturday					
Sunday					
3. July-August: Mon-Thurs.	100		8:00-16:00	8:00-16:00	
Friday	24.25		8:00-16:00	8:00-16:00	
Saturday					
Sunday					
<b>COLLECTIONS</b>	<b>Totals:</b>				
Book Volumes (total of print & e-books)	57,700				
Current Periodical Subscriptions (print) <i>vi</i>	2,172				
Current Periodical Subscriptions (electronic) <i>vii</i>	39				
Number of Databases	22				
Video Titles					
CD-ROM Titles	1,187				
Computer Software Titles					
DVD Titles	4				
Ephemeral Collections (Specify)					
Films, sound recordings, slides, kits	109				
Other significant collection (specify i.e. faculty owned reserves, gov. docs., or other ephemeral collections)					
<b>INFORMATION EXCHANGES</b>	<b>Totals:</b> 64,202	44,604	7,264	12,334	
Facilitative (Directional)					
Basic (Under 5 minutes)					
Complex (5 minutes or longer)					

<b>NUMBER OF VISITORS <i>viii</i></b>	<b>Totals:</b>		<b>Campus Woodruffe</b>		<b>Campus Pembroke</b>		<b>Campus Perth</b>		<b>Campus</b>
Gate Counts	382,655		302,173		80,482		NA		
<b>LIBRARY INSTRUCTION</b>	<b>Total Number of Participants:</b>	<b>Total Number of Sessions:</b>	<b>P</b>	<b>S</b>	<b>P</b>	<b>S</b>	<b>P</b>	<b>S</b>	
Library Orientations (Tours)									
Class Teaching/Instruction	7,070	279	6100	220	677	48	293	11	
<b>CIRCULATION</b>	<b>Totals</b>								
Books	37,908		32,208		2,388		3,312		
Periodicals	996				132		864		
AV Software									
AV Hardware									
CD/ROMs	1,638		1,524		66		48		
Computer Software	97				97				
Electronic Resources: Number of searches	20,589								
Electronic Resources: Number of articles emailed									
Electronic Resources: Number of articles printed									
In House Usage									
Reserves	37,836		36,476		1,148		212		
Other (Specify)									

<b>ILLs LOANED</b> <i>ix</i>	<b>Totals:</b> 556	<b>Campus</b> Woodroffe 234	<b>Campus</b> Pembroke 19	<b>Campus</b> Perth 24	<b>Campus</b>
Books					
Periodical Articles					
Videos					
<b>ILLs BORROWED</b>	698	534	84	80	
Books					
Periodical Articles					
Videos					
<b>AUTOMATED SYSTEMS</b>					
System Vendor	SIRSI				
Media Booking Vendor					
Wireless Access (Y/N)	YES				

<b>SPACE</b>	<b>Totals</b>	<b>Campus</b> Woodroffe	<b>Campus</b> Pembroke	<b>Campus</b> Perth	<b>Campus</b>
<b>Net Assignable Square Metres (NASM) <i>x</i></b>					
Number of Seminar Rooms					
Number of Seats Per Room					
Number of Quiet Study Rooms	1	1			
Number of Seats Per Room	33	33			
Number of Library Instruction Rooms					
Number of Seats Per Room					
Number of Group Work Tables	38	28	10		
Number of Seats Per Table	9.8	5	4.8		
Number of Study Carrels	111	79	24	8	
Number of Computer Stations	214	58	15	9	
Number of Bookable A/V Workrooms					
Number of AV Preview Stations	5	4	1		
Total Number of Seats	410	306	87	17	

<b>BUDGET/ EXPENDITURES <i>xi</i></b>					
<b>ACQUISITIONS</b>					
Books					
Periodicals					
A/V Software					
Electronic Resources					
Staff Budget					
Total Library Operating Budget					
% of Library Budget as a Total of the College Operating Budget					
<b>INFORMATION LITERACY</b>					
1. Library presentations are developed in collaboration with course instructor and are tailored to course objectives. (Answer in red) <b>Y</b> N Don't Know					
2. Librarians and faculty have developed information literacy instruction that is taught as an integral part of one or more courses. (Answer in red) <b>Y</b> N Don't Know					
3. Information literacy is integrated throughout the curriculum of one or more programs. (Answer in red) <b>Y</b> N Don't Know					
4. Assessing information literacy is part of campus or departmental assessment of student learning. (Answer in red) <b>Y</b> N Don't Know					
5. Our institution has gathered evidence that students are information literate when they graduate. (Answer in red) Y N <b>Don't Know</b>					

\*Note: Questions have been used with permission from the Association of Research Libraries.

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# BORÉAL COLLEGE

Fiscal Year: April 04 – Mar 05

Total Number of Campuses: 7

Number of LRC's: 3

	Totals		Campus <i>i</i>		Campus		Campus		Campus	
			Sudbury		New Liskeard		Timmins		Toronto	
			Major Focus		Major Focus		Major Focus		Major Focus	
<b>ENROLMENT <i>ii</i></b>	<b>Totals:</b>									
Full-time post secondary	1,347		1,032		95		50		64	
Full-time other										
Part-time registrations	79		66				3		2	
<b>STAFFING <i>iii</i></b>	<b>Totals:</b>									
<b>LIBRARY STAFF</b> FT=Full-time PT=Part-time in full-time equivalency	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>
Administration-Directors										
Administration-Managers/ Supervisors										
Administration-Systems										
Administration-Other (Specify)										
Librarians (Faculty)			1							
Library Technicians (Specify) A, A-Atypical, B, B-Atypical			3-B							
Clerks (Specify) General, A B C D										
Secretary (Specify) A B C										
Technicians (Specify) A B C										
Technologists (Specify) A B C										
Technical Support Specialist (Specify) A										
Students			.5							
Other (Specify)										

	Totals		Campus <i>iv</i>		Campus		Campus		Campus	
			Hearst		Kapuskasing		Nipissing			
	Major Focus		Major Focus		Major Focus		Major Focus		Major Focus	
<b>ENROLMENT <i>v</i></b>	<b>Totals:</b>									
Full-time post secondary			39		23		46			
Full-time other										
Part-time registrations			2		2		2			
<b>STAFFING <i>vi</i></b>	<b>Totals:</b>									
<b>LIBRARY STAFF</b> FT=Full-time PT=Part-time in full-time equivalancy	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>P T F T E</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>
Administration-Directors										
Administration-Managers/ Supervisors										
Administration-Systems										
Administration-Other (Specify)										
Librarians (Faculty)										
Library Technicians (Specify) A, A-Atypical, B, B-Atypical										
Clerks (Specify) General, A B C D										
Secretary (Specify) A B C										
Technicians (Specify) A B C										
Technologists (Specify) A B C										
Technical Support Specialist (Specify) A										
Students										
Other (Specify)										

<b>HOURS OF OPERATION</b>	<b>Total Number of Hours <i>iv</i></b>	<b>Campus Sudbury Actual hours open <i>v</i></b>	<b>Campus New Liskeard Actual hours open</b>	<b>Campus Timmins Actual hours open</b>	<b>Campus Toronto</b>
1. Sept.-April: Mon-Thurs.	11	8:00-18:00			
Friday	8.5	8:00-16:30			
Saturday		Closed			
Sunday		Closed			
2. May-June: Mon-Thurs.	9	8:00-17:00			
Friday	9	8:00-17:00			
Saturday		Closed			
Sunday		Closed			
3. July-August: Mon-Thurs.	8.5	8:00-16:30			
Friday	8.5	8:00-16:30			
Saturday		Closed			
Sunday		Closed			
<b>COLLECTIONS</b>	<b>Totals:</b>				
Book Volumes (total of print & e-books)	27,837+ 4,000 e- books	23,191	481	2,620	593
Current Periodical Subscriptions (print)					
Current Periodical Subscriptions (electronic)	170				
Number of Databases					
Video Titles	24				
CD-ROM Titles					
Computer Software Titles					
DVD Titles					
Ephemeral Collections (Specify)	900				
Films, sound recordings, slides, kits					
Other significant collection (specify i.e. faculty owned reserves, gov. docs., or other ephemeral collections)					
<b>INFORMATION EXCHANGES</b>	<b>Totals:</b>				
Facilitative (Directional)	1,384				
Basic (Under 5 minutes)	666				
Complex (5 minutes or longer)	102				
Technical Computer Related	634				

<b>HOURS OF OPERATION</b>	<b>Total Number of Hours <i>ix</i></b>	<b>Campus Hearst Actual hours open <i>x</i></b>	<b>Campus Kapuskasing Actual hours open</b>	<b>Campus Nipissing Actual hours open wth school</b>	<b>Campus</b>
1. Sept.-April: Mon-Thurs.					
Friday					
Saturday					
Sunday					
2. May-June: Mon-Thurs.					
Friday					
Saturday					
Sunday					
3. July-August: Mon-Thurs.					
Friday					
Saturday					
Sunday					
<b>COLLECTIONS</b>	<b>Totals:</b>	208	329	415	
Book Volumes (total of print & e-books)					
Current Periodical Subscriptions (print) <i>xi</i>					
Current Periodical Subscriptions (electronic) <i>xii</i>					
Number of Databases					
Video Titles					
CD-ROM Titles					
Computer Software Titles					
DVD Titles					
Ephemeral Collections (Specify)					
Films, sound recordings, slides, kits					
Other significant collection (specify i.e. faculty owned reserves, gov. docs., or other ephemeral collections)					
<b>INFORMATION EXCHANGES</b>	<b>Totals:</b>				
Facilitative (Directional)					
Basic (Under 5 minutes)					
Complex (5 minutes or longer)					

<b>NUMBER OF VISITORS <i>xiii</i></b>	<b>Totals:</b>		<b>Campus</b>		<b>Campus</b>		<b>Campus</b>		<b>Campus</b>
Gate Counts	N/A								
<b>LIBRARY INSTRUCTION</b>	<b>Total Number of Participants:</b>	<b>Total Number of Sessions:</b>	<b>P</b>	<b>S</b>	<b>P</b>	<b>S</b>	<b>P</b>	<b>S</b>	
Library Orientations (Tours)	N/A								
Class Teaching/ Instruction	N/A								
<b>CIRCULATION</b>	<b>Totals</b>								
Books	5,661								
Periodicals	484								
AV Software	1,306								
AV Hardware									
CD/ROMs	920								
Computer Software									
Electronic Resources: Number of searches	12,483								
Electronic Resources: Number of articles emailed									
Electronic Resources: Number of articles printed									
In House Usage	875								
Reserves	205								
Other (Specify)									
<b>Room Bookings</b>	1,433								
<b>Photo ID's</b>	1,115								

<b>ILLs LOANED</b> <i>xiv</i>	<b>Totals:</b>	<b>Campus</b>	<b>Campus</b>	<b>Campus</b>	<b>Campus</b>
Books	94				
Periodical Articles	1				
Videos	149				
<b>ILLs BORROWED</b>					
Books	82				
Periodical Articles	11				
Videos	6				
<b>AUTOMATED SYSTEMS</b>					
System Vendor					
Media Booking Vendor	DRA				
Wireless Access (Y/N)	N				

<b>SPACE</b>	<b>Totals</b>	<b>Campus Sudbury</b>	<b>Campus</b>	<b>Campus</b>	<b>Campus</b>
<b>Net Assignable Square Metres (NASM)</b>					
Number of Seminar Rooms		4			
Number of Seats Per Room		8			
Number of Quiet Study Rooms					
Number of Seats Per Room					
Number of Library Instruction Rooms					
Number of Seats Per Room		8			
Number of Group Work Tables		32			
Number of Seats Per Table		4			
Number of Study Carrels		8			
Number of Computer Stations		14			
Number of Bookable A/V Workrooms					
Number of AV Preview Stations		2			
Total Number of Seats		203			

<b>BUDGET/ EXPENDITURES <i>xvi</i></b>	<b>Totals</b>				
<b>ACQUISITIONS</b>					
Books	\$33,908				
Periodicals	\$15,000				
A/V Software					
Electronic Resources	\$26,500				
Staff Budget	\$244,794				
Total Library Operating Budget					
% of Library Budget as a Total of the College Operating Budget	N/A				
<b>INFORMATION LITERACY</b>					
1. Library presentations are developed in collaboration with course instructor and are tailored to course objectives. (Answer in red) <b>Y</b> N Don't Know					
2. Librarians and faculty have developed information literacy instruction that is taught as an integral part of one or more courses. (Answer in red) <b>Y</b> N Don't Know					
3. Information literacy is integrated throughout the curriculum of one or more programs. (Answer in red) Y <b>N</b> Don't Know					
4. Assessing information literacy is part of campus or departmental assessment of student learning. (Answer in red) Y <b>N</b> Don't Know					
5. Our institution has gathered evidence that students are information literate when they graduate. (Answer in red) Y <b>N</b> Don't Know					

\*Note: Questions have been used with permission from the Association of Research Libraries.

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# CAMBRIAN COLLEGE

Fiscal Year: April 03 – Mar 04

Total Number of Campuses: 1

Number of LRC's: 1

	Totals		Campus <i>i</i>		Campus		Campus		Campus	
			Major Focus		Major Focus		Major Focus		Major Focus	
<b>ENROLMENT <i>ii</i></b>	<b>Totals:</b>									
Full-time post secondary										
Full-time other										
Part-time registrations										
<b>STAFFING <i>iii</i></b>	<b>Totals:</b>									
<b>LIBRARY STAFF</b> FT=Full-time PT=Part-time in full-time equivalancy	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>
Administration-Directors										
Administration-Managers/ Supervisors										
Administration-Systems										
Administration-Other (Specify)										
Librarians (Faculty)										
Library Technicians (Specify) A, A-Atypical, B, B-Atypical	2-A 3-B									
Clerks (Specify) General, A B C D	1-C									
Secretary (Specify) A B C										
Technicians (Specify) A B C										
Technologists (Specify) A B C										
Technical Support Specialist (Specify) A										
Students		0.5								
Other (Specify)										

<b>HOURS OF OPERATION</b>	<b>Total Number of Hours</b>	<b>Campus</b>	<b>Campus</b>	<b>Campus</b>	<b>Campus</b>
1. Sept.-April: Mon-Thurs.	48	8:00-20:00			
Friday	9	8:00-17:00			
Saturday	Closed				
Sunday	8	9:00-17:00			
2. May-June: Mon-Thurs.	36				
	May 1-16/05	8:00-17:00			
	30				
	May 20-30/05	8:30-16:00			
Friday	9				
	May 1-16/05	8:00-17:00			
	7.5				
	May 20-30/05	8:30-16:00			
Saturday	Closed				
Sunday	Closed				
3. July-August: Mon-Thurs.	30	8:30-16:00			
Friday	7.5	8:30-16:00			
Saturday	Closed				
Sunday	Closed				
<b>COLLECTIONS</b>	<b>Totals:</b>				
Book Volumes (total of print & e-books)	34,250				
Current Periodical Subscriptions (print) <i>vi</i>	231				
Current Periodical Subscriptions (electronic) <i>vii</i>	6				
Number of Databases	8				
Video Titles	1,928				
CD-ROM Titles	N/A				
Computer Software Titles	N/A				
DVD Titles	N/A				
Ephemeral Collections (Specify) <b>Art Collection</b>	395				
Films, sound recordings, slides, kits	1,317				
Other significant collection (specify i.e. faculty owned reserves, gov. docs., or other ephemeral collections)	2,020				
<b>INFORMATION EXCHANGES</b>	<b>Totals:</b>				
Facilitative (Directional)	1,957				
Basic (Under 5 minutes)	3,013				
Complex (5 minutes or longer)	45				

<b>NUMBER OF VISITORS <i>viii</i></b>	<b>Totals:</b>					
Gate Counts	228,774					
<b>LIBRARY INSTRUCTION</b>	<b>Total Number of Participants:</b>	<b>Total Number of Sessions</b>				
Library Orientations (Tours)	N/A	33				
Class Teaching/Instruction	N/A					
<b>CIRCULATION</b>	<b>Totals</b>					
Books	6,341					
Periodicals	853					
AV Software	676					
AV Hardware	5,899					
CD/ROMs	N/A					
Computer Software	N/A					
Electronic Resources: Number of searches	92,462					
Electronic Resources: Number of articles emailed	N/A					
Electronic Resources: Number of articles printed	N/A					
In House Usage	5,096					
Reserves	1,228					
Other (Specify)						
<b>ILLs LOANED <i>ix</i></b>	33					
Books						
Periodical Articles						
Videos						
<b>ILLs BORROWED</b>	65					
Books						
Periodical Articles						
Videos						
<b>AUTOMATED SYSTEMS</b>						
<b>System Vendor</b>	SIRS Mandarin					
<b>Media Booking Vendor</b>	N/A					
<b>Wireless Access (Y/N)</b>	N/A					

<b>SPACE</b>	<b>Totals</b>				
<b>Net Assignable Square Metres (NASM) <i>x</i></b>	1,623				
Number of Seminar Rooms	4				
Number of Seats Per Room	6				
Number of Quiet Study Rooms	2				
Number of Seats Per Room	5				
Number of Library Instruction Rooms	1				
Number of Seats Per Room	35				
Number of Group Work Tables	41				
Number of Seats Per Table	4				
Number of Study Carrels	68				
Number of Computer Stations	30				
Number of Bookable A/V Workrooms	N/A				
Number of AV Preview Stations	6				
Total Number of Seats	337				
<b>BUDGET/ EXPENDITURES <i>xi</i></b>	<b>Totals</b>				
<b>Acquisitions</b>					
Books	\$53,200				
Periodicals	\$18,500				
A/V Software	\$1,800				
Electronic Resources	\$11,500				
Staff Budget	\$222,265.00				
Total Library Operating Budget	\$136,000.00				
% of Library Budget as a Total of the College Operating Budget	.7 %				

<b>INFORMATION LITERACY</b>	
6. Library presentations are developed in collaboration with course instructor and are tailored to course objectives. (Answer in red) <b>Y</b> N Don't Know	
7. Librarians and faculty have developed information literacy instruction that is taught as an integral part of one or more courses. (Answer in red) <b>Y</b> N Don't Know	
8. Information literacy is integrated throughout the curriculum of one or more programs. (Answer in red) Y N Don't Know	
9. Assessing information literacy is part of campus or departmental assessment of student learning. (Answer in red) Y N Don't Know	
10. Our institution has gathered evidence that students are information literate when they graduate. (Answer in red) Y N Don't Know	

\*Note: Questions have been used with permission from the Association of Research Libraries.

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# CANADORE COLLEGE

Fiscal Year: April 03 – Mar 04

Total Number of Campuses: 4

Number of LRC's: 2

	Totals		Campus <i>i</i>		Campus		Campus		Campus	
			ECL	CCT	Major Focus Hospitality Business Health Aviation	Major Focus Technology Office Admin. Law	Major Focus	Major Focus		
<b>ENROLMENT <i>ii</i></b>	<b>Totals:</b>									
Full-time post secondary	2,636		2,078		558					
Full-time other	54		32		22					
Part-time registrations	457		125		332					
Continuing Education	4,855									
<b>STAFFING <i>iii</i></b>	<b>Totals:</b>									
<b>LIBRARY STAFF</b> FT=Full-time PT=Part-time in full-time equivalency	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>F T</b>	<b>PT FTE</b>	<b>F T</b>	<b>PT FTE</b>
Administration-Directors	1		1							
Administration-Managers/ Supervisors	3		3							
Administration-Systems										
Administration-Other (Specify)										
Librarians (Faculty)	1		1							
Library Technicians (Specify) A, A-Atypical, B, B-Atypical	7-A 1-B	1.5	7-A	1-A		.5-A				
Clerks (Specify) General, A B C D		2-B		2-B						
Secretary (Specify) A B C	1-B		1-B							
Technicians (Specify) A B C										
Technologists (Specify) A B C										
Technical Support Specialist (Specify) A	1		1							
Students		2		2						
Other (Specify)										

HOURS OF OPERATION	Total Number of Hours <i>iv</i>		Campus ECK Actual <i>v</i> hours open	Campus CCT Actual hours open	Campus	Campus
	ECL	CCT				
1. Sept.-April: Mon-Thurs.	60	36	08:00-23:00	08:00-17:00		
Friday	8.5	9	08:00-16:30	08:00-17:00		
Saturday	7		11:00-18:00			
Sunday	6		12:00-18:00			
2. May-June: Mon-Thurs.	56	32	08:00-22:00	08:00-16:00		
Friday	8	9	08:00-16:00	08:00-16:00		
Saturday			11:00-18:00			
Sunday						
3. July-August: Mon-Thurs.	40	40	08:00-16:00	08:00-16:00		
Friday	40	40	08:00-16:00	08:00-16:00		
Saturday						
Sunday						
<b>COLLECTIONS</b>	<b>Totals:</b>					
Book Volumes (total of print & e-books)	172,790		169,907	2,883		
Current Periodical Subscriptions (print) <i>vi</i>	474		472	2		
Current Periodical Subscriptions (electronic) <i>vii</i>	13,350					
Number of Databases	73					
Video Titles	6,040		5,088	952		
CD-ROM Titles	871		836	35		
Computer Software Titles	191		183	8		
DVD Titles	142		139	3		
Ephemeral Collections (Specify) <b>Books 24x7</b>	5,540					
Films, sound recordings, slides, kits	3,795		3,709	85		
Other significant collection (specify i.e. faculty owned reserves, gov. docs., or other ephemeral collections)			Government documents & technical reports: 8,775 ERIC microfiche: 317,832 Maps: 5,125			
<b>INFORMATION EXCHANGES</b>	<b>Totals:</b>					
Facilitative (Directional)						
Basic (Under 5 minutes)						
Complex (5 minutes or longer)	25,200		24,000	1,200		

<b>NUMBER OF VISITORS <i>viii</i></b>	<b>Totals:</b>		<b>Campus ECL</b>	<b>Campus CCT</b>		
Gate Counts	164,161					
<b>LIBRARY INSTRUCTION</b>	<b>Total Number of Participants</b>	<b>Total Number of Sessions</b>				
Library Orientations (Tours)						
Class Teaching/Instruction	3,800	200	185	15		
<b>CIRCULATION</b>	<b>Totals</b>					
Books	79,810					
Periodicals	Do Not Circulate					
AV Software	4,602		4,602			
AV Hardware						
CD/ROMs	231					
Computer Software	6					
Electronic Resources: Number of searches						
Electronic Resources: Number of articles emailed						
Electronic Resources: Number of articles printed						
In House Usage						
Reserves						
Other (Specify)	Kits 172					
<b>ILLs LOANED <i>ix</i></b>						
Books	297					
Periodical Articles	1					
Videos	36					
<b>ILLs BORROWED</b>						
Books	662					
Periodical Articles	627					
Videos	103					
<b>AUTOMATED SYSTEMS</b>						
<b>System Vendor</b>			SIRSI	SIRSI		
<b>Media Booking Vendor</b>			SIRSI	SIRSI		
<b>Wireless Access (Y/N)</b>			Y			

SPACE	Totals	Campus ECL	Campus CCT		
<b>Net Assignable Square Metres (NASM) <i>x</i></b>	3,396	3,336	60		
Number of Seminar Rooms	0	0	0		
Number of Seats Per Room	0	0	0		
Number of Quiet Study Rooms	3	3	0		
Number of Seats Per Room	1	3	0		
Number of Library Instruction Rooms	1	1	0		
Number of Seats Per Room	50	50			
Number of Group Work Tables	15	8	7		
Number of Seats Per Table		6	5		
Number of Study Carrels	311	267	14		
Number of Computer Stations	27	18	9		
Number of Bookable A/V Workrooms	0	0	0		
Number of AV Preview Stations	2	2	4		
Total Number of Seats	450	388	62		
<b>BUDGET/ EXPENDITURES <i>xi</i></b>					
<b>ACQUISITIONS</b>					
Books	\$27,232				
Periodicals	\$3,299				
A/V Software					
Electronic Resources	\$9,071				
Staff Budget	\$139,401				
Total Library Operating Budget	\$183,224				
% of Library Budget as a Total of the College Operating Budget	.57 %	Additional funds from other sources: Books: \$158,771; Periodicals: \$46,605; AV software: \$10,267; Electronic: \$257,733 Staff: \$715,737; other: \$128,296			

<b>INFORMATION LITERACY</b>	
11. Library presentations are developed in collaboration with course instructor and are tailored to course objectives. (Answer in red) <b>Y</b> N Don't Know	
12. Librarians and faculty have developed information literacy instruction that is taught as an integral part of one or more courses. (Answer in red) Y <b>N</b> Don't Know	
13. Information literacy is integrated throughout the curriculum of one or more programs. (Answer in red) <b>Y</b> N Don't Know	
14. Assessing information literacy is part of campus or departmental assessment of student learning. (Answer in red) Y <b>N</b> Don't Know	
15. Our institution has gathered evidence that students are information literate when they graduate. (Answer in red) Y <b>N</b> Don't Know	

\*Note: Questions have been used with permission from the Association of Research Libraries.

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# CENTENIAL COLLEGE

Fiscal Year: April 03 – Mar 04

Total Number of Campuses: 4

Number of LRC's: 4

	Totals		Campus <i>i</i>		Campus		Campus		Campus	
			Ashtonbee	CCC	Progress	Warden	Major Focus Transportation	Major Focus Media	Major Focus Business	Major Focus Health Sciences
<b>ENROLMENT <i>ii</i></b>	<b>Totals:</b>									
Full-time post secondary	10,200									
Full-time other										
Part-time registrations	36,850									
<b>STAFFING <i>iii</i></b>	<b>Totals:</b>									
<b>LIBRARY STAFF</b> FT=Full-time PT=Part-time in full-time equivalancy	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>
Administration-Directors	1									
Administration-Managers/ Supervisors	1									
Administration-Systems	1									
Administration-Other (Specify)										
Librarians (Faculty)	4	.5								
Library Technicians (Specify) A, A-Atypical, B, B-Atypical	15 11-B 4- Aty	1.42 .82- A; .6-B	3 2-B 1- Aty	.06-A	1-B	.6-B	8 5-B 2- Aty	.5-A	4 3-B 1- Aty	.26-A
Clerks (Specify) General, A B C D		.7-A						.7A		
Secretary (Specify) A B C										
Technicians (Specify) A B C	4-B		1-B		1-B		1-B		1-B	
Technologists (Specify) A B C	2- Aty						2- Aty			
Technical Support Specialist (Specify) A										
Students		2		.2				1		.7
Other (Specify)										

<b>HOURS OF OPERATION</b>	<b>Total Number of Hours <i>iv</i></b>	<b>Campus Ashtonbee Actual hours open <i>v</i></b>	<b>Campus CCC</b>	<b>Campus Progress</b>	<b>Campus Warden</b>
1. Sept.-April: Mon-Thurs.	49.5	8:00-19:00	8:00-19:30	8:00-22:00	8:00-21:00
Friday	29.5	8:00-16:00	8:00-16:00	8:00-19:30	8:00-18:00
Saturday	16	11:00-15:00	11:00-15:00	11:00-15:00	11:00-15:00
Sunday	4			11:00-15:00	
2. May-June: Mon-Thurs.	28.5	8:30-19:00	8:30-16:00	8:30-19:00	8:30-19:00
Friday	30	8:30-16:00	8:30-16:00	8:30-16:00	8:30-16:00
Saturday					
Sunday					
3. July-August: Mon-Thurs.	33	8:30-16:00	8:30-16:00	8:30-19:00	8:30-16:00
Friday	30	8:30-16:00	8:30-16:00	8:30-16:00	8:30-16:00
Saturday					
Sunday					
<b>COLLECTIONS</b>	<b>Totals:</b>				
Book Volumes (total of print & e-books)	69,356	10,400	5,156	25,500	28,300
Current Periodical Subscriptions (print) <i>vi</i>	560	80	96	176	208
Current Periodical Subscriptions (electronic) <i>vii</i>	44,400				
Number of Databases					
Video Titles	2,800				
CD-ROM Titles					
Computer Software Titles					
DVD Titles					
Ephemeral Collections (Specify)					
Films, sound recordings, slides, kits					
Other significant collection (specify i.e. faculty owned reserves, gov. docs., or other ephemeral collections)					

<b>INFORMATION EXCHANGES</b>	<b>Totals:</b>				
Facilitative (Directional)					
Basic (Under 5 minutes)	21,515	4,143	1,069	10,462	5,841
Complex (5 minutes or longer)					

<b>NUMBER OF VISITORS <i>viii</i></b>	<b>Totals:</b>		<b>Campus Ashtonbee</b>	<b>Campus CCC</b>	<b>Campus Progress</b>	<b>Campus Warden</b>
Gate Counts	864,981		87,251	36,225	501,077	204,428
<b>LIBRARY INSTRUCTION</b>	<b>Total Number of participants</b>	<b>Total Number of Sessions</b>				
Library Orientations (Tours)						
Class Teaching/ Instruction	4,193	257	423	553	1,777	1,440
<b>CIRCULATION</b>	<b>Totals</b>					
Books	57,188		6,705	3,486	23,516	23,481
Periodicals	N/A					
AV Software	2,354		1,075	34	286	959
AV Hardware	12,892		1,765	832	4,077	6,218
CD/ROMs						
Computer Software						
Electronic Resources: Number of searches						
Electronic Resources: Number of articles emailed						
Electronic Resources: Number of articles printed						
In House Usage	34,474		4,956	1,336	17,735	10,447
Reserves						
Other (Specify)						
<b>ILLs LOANED <i>ix</i></b>						
Books	107					
Periodical Articles						
Videos						
<b>ILLs BORROWED</b>						
Books	63					
Periodical Articles						
Videos						
<b>AUTOMATED SYSTEMS</b>						
<b>System Vendor</b>	SIRSI Unicorn					
<b>Media Booking Vendor</b>						
<b>Wireless Access (Y/N)</b>	N					

<b>SPACE</b>	<b>Totals</b>	<b>Campus Ashtonbee</b>	<b>Campus CCC</b>	<b>Campus Progress</b>	<b>Campus Warden</b>
<b>Net Assignable Square Metres (NASM) <i>x</i></b>	11,331	1,445	252	6,754	2,880
Number of Seminar Rooms	0	0	0	0	0
Number of Seats Per Room	N/A	N/A	N/A	N/A	N/A
Number of Quiet Study Rooms	2	0	0	2	0
Number of Seats Per Room	66	N/A	N/A	66	N/A
Number of Library Instruction Rooms	2	0	0	1	1
Number of Seats Per Room	43	0	0	20	23
Number of Group Work Tables	32	2	4	18	8
Number of Seats Per Table	79	5	4	6	64
Number of Study Carrels	377	36	24	211	106
Number of Computer Stations	64	12	10	34	8
Number of Bookable A/V Workrooms	0	0	0	0	0
Number of AV Preview Stations	11	2	1	2	6
Total Number of Seats	33	6	3	6	18
<b>BUDGET/ EXPENDITURES <i>xi</i></b>	<b>Totals</b>	<b>Campus Ashtonbee</b>	<b>Campus CCC</b>	<b>Campus Progress</b>	<b>Campus Warden</b>
<b>ACQUISITIONS</b>					
Books	\$130,500				
Periodicals	\$82,500				
A/V Software					
Electronic Resources	\$150,000				
Staff Budget	\$1,370,483				
Total Library Operating Budget	\$1,733,483				
% of Library Budget as a Total of the College Operating Budget	1.8 %				

<b>INFORMATION LITERACY</b>	
16. Library presentations are developed in collaboration with course instructor and are tailored to course objectives. (Answer in red) <b>Y</b> N Don't Know	
17. Librarians and faculty have developed information literacy instruction that is taught as an integral part of one or more courses. (Answer in red) Y <b>N</b> Don't Know	
18. Information literacy is integrated throughout the curriculum of one or more programs. (Answer in red) Y <b>N</b> Don't Know	
19. Assessing information literacy is part of campus or departmental assessment of student learning. (Answer in red) Y <b>N</b> Don't Know	
20. Our institution has gathered evidence that students are information literate when they graduate. (Answer in red) Y N <b>Don't Know</b>	

\*Note: Questions have been used with permission from the Association of Research Libraries.

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# LA CITÉ COLLEGE

Fiscal Year: April 03 – Mar 04

Total Number of Campuses: 1

Number of LRC's: 1

	Totals		Campus <i>i</i>		Campus		Campus		Campus	
			Major Focus		Major Focus		Major Focus		Major Focus	
<b>ENROLMENT <i>ii</i></b>	<b>Totals:</b>									
Full-time post secondary	3,342									
Full-time other	491									
Part-time registrations	1,970									
<b>STAFFING <i>iii</i></b>	<b>Totals:</b>									
<b>LIBRARY STAFF</b> FT=Full-time PT=Part-time in full-time equivalancy	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>
Administration-Directors	1									
Administration-Managers/ Supervisors										
Administration-Systems										
Administration-Other (Specify) Support Service Officer	1									
Librarians (Faculty)	1									
Library Technicians (Specify) A, A-Atypical, B, B-Atypical	4									
Clerks (Specify) General, A B C D	2-B									
Secretary (Specify) A B C										
Technicians (Specify) A B C										
Technologists (Specify) A B C										
Technical Support Specialist (Specify) A										
Students	2									
Other (Specify)										

<b>HOURS OF OPERATION</b>	<b>Total Number of Hours</b> <i>iv</i>	<b>Campus Actual hours open</b> <i>v</i>	<b>Campus</b>	<b>Campus</b>	<b>Campus</b>
1. Sept.-April: Mon-Thurs.	12 ¼	07:45-20:00			
Friday	9 ¼	07:45-17:00			
Saturday	Closed	Closed			
Sunday	4	12:00-16:00			
2. May-June: Mon-Thurs.	8	08:00-16:00			
Friday	8	08:00-16:00			
Saturday	Closed	Closed			
Sunday	Closed	Closed			
3. July-August: Mon-Thurs.	8	08:00-16:00			
Friday	8	08:00-16:00			
Saturday	Closed	Closed			
Sunday	Closed	Closed			
<b>COLLECTIONS</b>	<b>Totals</b>				
Book Volumes (total of print & e-books)	44,096				
Current Periodical Subscriptions (print) <i>vi</i>	175				
Current Periodical Subscriptions (electronic) <i>vii</i>	13				
Number of Databases	54				
Video Titles	2,990				
CD-ROM Titles	594				
Computer Software Titles					
DVD Titles					
Ephemeral Collections (Specify)	190				
Films, sound recordings, slides, kits	643				
Other significant collection (specify i.e. faculty owned reserves, gov. docs., or other ephemeral collections)					
<b>INFORMATION EXCHANGES</b>	<b>Totals</b>				
Facilitative (Directional)	3,738				
Basic (Under 5 minutes)	1,966				
Complex (5 minutes or longer)	571				

<b>NUMBER OF VISITORS <i>viii</i></b>	<b>Totals:</b>					
Gate Counts	228,613					
<b>LIBRARY INSTRUCTION</b>	<b>Total Number of Participants</b>	<b>Total Number of Sessions</b>				
Library Orientations (Tours)	15					
Class Teaching/Instruction	15					
<b>CIRCULATION</b>	<b>Totals</b>					
Books	14,291					
Periodicals						
AV Software	3,042					
AV Hardware						
CD/ROMs						
Computer Software						
Electronic Resources: Number of searches	2,419 Ebsco 45 Net Library					
Electronic Resources: Number of articles emailed						
Electronic Resources: Number of articles printed						
In House Usage						
Reserves	1,641					
Other (Specify)						
<b>ILLs LOANED <i>ix</i></b>	<b>Totals</b>					
Books	72					
Periodical Articles	30					
Videos	73					
<b>ILLs BORROWED</b>						
Books	189					
Periodical Articles	115					
Videos	89					
<b>AUTOMATED SYSTEMS</b>						
<b>System Vendor</b>	SIRSI					
<b>Media Booking Vendor</b>	SIRSI					
<b>Wireless Access (Y/N)</b>						

SPACE	Totals	Campus	Campus	Campus	Campus
<b>Net Assignable Square Metres (NASM) <sup>x</sup></b>					
Number of Seminar Rooms	4				
Number of Seats Per Room	8				
Number of Quiet Study Rooms	1				
Number of Seats Per Room	34				
Number of Library Instruction Rooms	1				
Number of Seats Per Room	20				
Number of Group Work Tables	37				
Number of Seats Per Table	4				
Number of Study Carrels	30				
Number of Computer Stations	121				
Number of Bookable A/V Workrooms	N/A				
Number of AV Preview Stations	8				
Total Number of Seats	337				
<b>BUDGET/ EXPENDITURES <sup>xi</sup></b>	<b>Totals</b>				
<b>ACQUISITIONS</b>					
Books	\$27,464				
Periodicals	\$21,309				
A/V Software	With Books				
Electronic Resources	\$23,221				
Staff Budget	\$393,652				
Total Library Operating Budget	\$465,646				
% of Library Budget as a Total of the College Operating Budget					

<b>INFORMATION LITERACY</b>	
21. Library presentations are developed in collaboration with course instructor and are tailored to course objectives. (Answer in red)	<b>Y</b> N Don't Know
22. Librarians and faculty have developed information literacy instruction that is taught as an integral part of one or more courses. (Answer in red)	<b>Y</b> N Don't Know
23. Information literacy is integrated throughout the curriculum of one or more programs. (Answer in red)	<b>Y</b> N Don't Know
24. Assessing information literacy is part of campus or departmental assessment of student learning. (Answer in red)	<b>Y</b> N Don't Know
25. Our institution has gathered evidence that students are information literate when they graduate. (Answer in red)	<b>Y</b> N Don't Know

\*Note: Questions have been used with permission from the Association of Research Libraries.

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# DURHAM COLLEGE

Fiscal Year: April 03 – Mar 04

Total Number of Campuses: 1

Number of LRC's: 1

	Totals		Campus <i>i</i>		Campus		Campus		Campus	
			Oshawa							
			Major Focus	Major Focus	Major Focus	Major Focus	Major Focus	Major Focus	Major Focus	Major Focus
<b>ENROLMENT <i>ii</i></b>	<b>Totals:</b>									
Full-time post secondary	6,000		6,000							
Full-time other										
Part-time registrations										
<b>STAFFING <i>iii</i></b>	<b>Totals:</b>									
<b>LIBRARY STAFF</b> FT=Full-time PT=Part-time in full-time equivalancy	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>
Administration-Directors	1									
Administration-Managers/ Supervisors	2									
Administration-Systems										
Administration-Other (Specify)										
Librarians (Faculty)	4									
Library Technicians (Specify) A, A-Atypical, B, B-Atypical	5									
Clerks (Specify) General, A B C D	1									
Secretary (Specify) A B C										
Technicians (Specify) A B C										
Technologists (Specify) A B C										
Technical Support Specialist (Specify) A										
Students										
Other (Specify) <b>Support Services Officers</b>	2									

<b>HOURS OF OPERATION</b>	<b>Total Number of Hours <i>iv</i></b>	<b>Campus Oshawa Actual hours open <i>v</i></b>	<b>Campus</b>	<b>Campus</b>	<b>Campus</b>
1. Sept.-April: Mon-Thurs.	1,944	8:00-23:00			
Friday	397	8:00-21:00			
Saturday	241	10:00-18:00			
Sunday	241	10:00-18:00			
2. May-June: Mon-Thurs.	416	8:00-21:00			
Friday	76.5	8:00-16:30			
Saturday	Closed	Closed			
Sunday	Closed	Closed			
3. July-August: Mon-Thurs.	429	8:00-21:00			
Friday	76.5	8:00-16:30			
Saturday	Closed	Closed			
Sunday	Closed	Closed			
<b>COLLECTIONS</b>	<b>Totals:</b>				
Book Volumes (total of print & e-books)	57,000	57,000			
Current Periodical Subscriptions (print) <i>vi</i>	500	500			
Current Periodical Subscriptions (electronic) <i>vii</i>	9,000	9,000			
Number of Databases					
Video Titles	2,500	2,500			
CD-ROM Titles					
Computer Software Titles					
DVD Titles					
Ephemeral Collections (Specify)					
Films, sound recordings, slides, kits					
Other significant collection (specify i.e. faculty owned reserves, gov. docs., or other ephemeral collections) <b>Subject Files</b>	7,000	7,000			
<b>INFORMATION EXCHANGES</b>	<b>Totals:</b>				
Facilitative (Directional)	2,633	2,633			
Basic (Under 5 minutes)	2,015	2,015			
Complex (5 minutes or longer)	1,370	1,370			

<b>NUMBER OF VISITORS <i>viii</i></b>	<b>Totals:</b>		<b>Campus Oshawa</b>	<b>Campus</b>	<b>Campus</b>	<b>Campus</b>
Gate Counts						
<b>LIBRARY INSTRUCTION</b>	<b>Total Number of Participants</b>	<b>Total Number of Sessions</b>				
Library Orientations (Tours)	40		40			
Class Teaching/Instruction	126		126			
<b>CIRCULATION</b>	<b>Totals</b>					
Books	18,902		18,902			
Periodicals	129		129			
AV Software	2,976		2,976			
AV Hardware						
CD/ROMs						
Computer Software	100		100			
Electronic Resources: Number of searches						
Electronic Resources: Number of articles emailed						
Electronic Resources: Number of articles printed						
In House Usage						
Reserves						
Other (Specify)	128		128			
<b>ILLs LOANED <i>ix</i></b>						
Books	83		83			
Periodical Articles	2		2			
Videos	Don't Loan		Don't Loan			
<b>ILLs BORROWED</b>						
Books	8		8			
Periodical Articles	5		5			
Videos	Don't Loan		Don't Loan			
<b>AUTOMATED SYSTEMS</b>						
<b>System Vendor</b>						
<b>Media Booking Vendor</b>						
<b>Wireless Access (Y/N)</b>						

<b>SPACE</b>	<b>Totals</b>	<b>Campus Oshawa</b>	<b>Campus</b>	<b>Campus</b>	<b>Campus</b>
<b>Net Assignable Square Metres (NASM) <i>x</i></b>	922.7 sq. m.	922.7 sq. m			
Number of Seminar Rooms					
Number of Seats Per Room					
Number of Quiet Study Rooms					
Number of Seats Per Room					
Number of Library Instruction Rooms					
Number of Seats Per Room					
Number of Group Work Tables					
Number of Seats Per Table					
Number of Study Carrels	231	231			
Number of Computer Stations					
Number of Bookable A/V Workrooms					
Number of AV Preview Stations					
Total Number of Seats					
<b>BUDGET/ EXPENDITURES <i>xi</i></b>	<b>Totals</b>				
<b>ACQUISITIONS</b>					
Books	\$70,000	\$70,000			
Periodicals	\$60,000	\$60,000			
A/V Software	\$20,000	\$20,000			
Electronic Resources					
Capital Equipment	\$10,000	\$10,000			
Staff Budget	\$400,000	\$400,000			
Total Library Operating Budget					
% of Library Budget as a Total of the College Operating Budget					

<b>INFORMATION LITERACY</b>	
26. Library presentations are developed in collaboration with course instructor and are tailored to course objectives. (Answer in red) Y N Don't Know	
27. Librarians and faculty have developed information literacy instruction that is taught as an integral part of one or more courses. (Answer in red) Y N Don't Know	
28. Information literacy is integrated throughout the curriculum of one or more programs. (Answer in red) Y N Don't Know	
29. Assessing information literacy is part of campus or departmental assessment of student learning. (Answer in red) Y N Don't Know	
30. Our institution has gathered evidence that students are information literate when they graduate. (Answer in red) Y N Don't Know	

\*Note: Questions have been used with permission from the Association of Research Libraries.

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# GEORGE BROWN COLLEGE

Fiscal Year: April 03 – Mar 04

Total Number of Campuses: 3

Number of LRC's: 4

	<b>Totals</b>		<b>Campus <i>i</i></b>		<b>Campus</b>		<b>Campus</b>		<b>Campus</b>	
			Casa Loma		St. James 200 King St. & Centre for Financial Services Education & Hospitality		Ryerson Sally Horsfall Eaton Academic Resource Centre		Casa Loma ESL Resource Centre	
			<b>Major Focus</b>		<b>Major Focus</b>		<b>Major Focus</b>		<b>Major Focus</b>	
			Building Technology Engineering Technologies Fashion & Jewelry Health Science Performing Arts General Arts & Science		Financial Services Education Business Administration Marketing Management Design Community Services & Development Nursing College Preparation Chef School Hospitality & Tourism		Early Childhood Education		Language Training	
<b>ENROLMENT <i>ii</i></b>	<b>Totals:</b> 12,754		4,268		7,700		768			
Full-time post secondary										
Full-time other										
Part-time registrations										
<b>STAFFING <i>iii</i></b>	<b>Totals:</b>									
<b>LIBRARY STAFF</b> FT=Full-time PT=Part-time in full- time equivalency	<b>FT</b>	<b>PT</b> FTE	<b>FT</b>	<b>PT</b> FTE	<b>F</b> <b>T</b>	<b>PT</b> FTE	<b>F</b> <b>T</b>	<b>PT</b> FTE	<b>F</b> <b>T</b>	<b>PT</b> FTE
Administration- Directors	1				1					
Administration- Managers/ Supervisors	1				1					
Administration-Systems Sirsi Banner										
Administration-Other (Specify) Administrative Assistant	1				1					

STAFFING	Totals:		Campus		Campus		Campus		Campus	
			Casa Loma		St. James 200 King St. & Centre for Financial Services Education & Hospitality		Ryerson Sally Horsfall Eaton Academic Resource Centre		Casa Loma ESL Resource Centre	
LIBRARY STAFF FT=Full-time PT=Part-time in full- time equivalency	FT	PT FTE	FT	PT FTE	FT	PT FTE	FT	PT FTE	FT	PT FTE
Librarians (Faculty)	4		2		2					
Library Technicians (Specify) A, A-Atypical, B, B-Atypical	4-Aty 2-A 8-B	1.13- Aty; 2.72- A	1-Aty 1-A 3-B	1.36- A	2-Aty 1-A 5-B	0.68- Aty 0.68- A	1- Aty	0.45- Aty		0.68- A
Clerks (Specify) General, A B C D		1.36- A		0.68- A		0.68- A				
Secretary (Specify) A B C										
Technicians (Specify) A B C										
Technologists (Specify) A B C	3-Aty 2-B		1-Aty 2-B		2-Aty					
Technical Support Specialist (Specify) A										
Students		11.7		5		5		0.2		0.68
Other (Specify)										

<b>HOURS OF OPERATION</b>	<b>Total Number of Hours <i>iv</i></b>	<b>Campus Casa Loma Actual hours open <i>v</i></b>	<b>Campus St. James Actual hours open</b>	<b>Campus Ryerson-Sally Horsfall Eaton Actual hours open</b>	<b>Campus ESL Resource Centre Actual hours open</b>
1. Sept.-April: Mon-Thurs.	47:00	15:30	15:30	11:00	5:00
Friday	41:00	14:30	14:30	8:00	4:00
Saturday	16:00	8:00	8:00	Closed	Closed
Sunday	10:00	5:00	5:00	Closed	Closed
2. May-June: Mon-Thurs.	46:00	15:00	15:00	11:00	5:00
Friday	40:00	14:00	14:00	8:00	4:00
Saturday	16:00	8:00	8:00	Closed	Closed
Sunday	10:00	5:00	5:00	Closed	Closed
3. July-August: Mon-Thurs.	30:00	15:00	15:00	Closed	Closed
Friday	28:00	14:00	14:00	Closed	Closed
Saturday	16:00	8:00	8:00	Closed	Closed
Sunday	10:00	5:00	5:00	Closed	Closed
<b>COLLECTIONS</b>	<b>Totals</b>				
Book Volumes (total of print & e-books)	76,431	30,998	40,838	119	4,476
Current Periodical Subscriptions (print) <i>vi</i>	1,073	473	600		
Current Periodical Subscriptions (electronic) <i>vii</i>	12,000				
Number of Databases	67				
Video Titles	3,488	1,193	2,013	271	11
CD-ROM Titles	1,341	370	850	71	50
Computer Software Titles	77	58	19		
DVD Titles	37	22	15		
Ephemeral Collections (Specify) <b>Picture files</b> <b>Scripts</b>		1,900	13 shelves		
Films, sound recordings, slides, kits	806	79	72		655
Other significant collection (specify i.e. faculty owned reserves, gov. docs., or other ephemeral collections)		182	520		
<b>INFORMATION EXCHANGES</b>	<b>Totals</b>				
Facilitative (Directional)	12,732	4,115	8,268		349
Basic (Under 5 minutes)	11,002	6,723	3,725		554
Complex (5 minutes or longer)	395		395		

<b>NUMBER OF VISITORS <i>viii</i></b>	<b>Totals:</b>		<b>Campus Casa Loma</b>	<b>Campus St. James</b>	<b>Campus Ryerson-Sally Horsfall Eaton</b>	<b>Campus ESL Resource Centre</b>
Gate Counts	1,255,469		485,426	719,414	No Gate	49,064
<b>LIBRARY INSTRUCTION</b>	<b>Total Number of Participants</b>	<b>Total Number of Sessions</b>				
Library Orientations (Tours)	2,060	11	6	5		
Class Teaching/ Instruction	4,348	152	87	64		1
<b>CIRCULATION</b>	<b>Totals 291,827</b>					
Books	259,510		81,178	147,922	315	30,095
Periodicals	N/A					
AV Software	32,317		9,565	21,655	798	299
AV Hardware	N/A					
CD/ROMs	N/A					
Computer Software	N/A					
Electronic Resources: Number of searches						
Electronic Resources: Number of articles emailed						
Electronic Resources: Number of articles printed						
In House Usage	N/A					
Reserves	N/A					
Other (Specify)						
<b>ILLs LOANED <i>ix</i></b>	<b>Totals</b>					
Books	71		33	37		1
Periodical Articles	20		3	17		
Videos	33		13	15	5	
Cassettes	2					2
<b>ILLs BORROWED</b>	<b>Totals</b>					
Books	30		20	9	1	
Periodical Articles	15		7	7	1	
Videos	1		1			
<b>AUTOMATED SYSTEMS</b>						
<b>System Vendor</b>	SIRSI					
<b>Media Booking Vendor</b>	SIRSI					
<b>Wireless Access (Y/N)</b>			Y	Y		

<b>SPACE</b>	<b>Totals</b>	<b>Campus Casa Loma</b>	<b>Campus St. James</b>	<b>Campus Ryerson- Sally Horsfall Eaton</b>	<b>Campus ESL Resource Centre</b>
<b>Net Assignable Square Metres (NASM) <i>x</i></b>		14,817 Sq Ft =1,376.54 sq m	19,195 Sq ft =1,783.27 sq. m	2,138 Sq. ft =198.63 sq. m	1,816 Sq ft =168.71 sq. m
Number of Seminar Rooms					
Number of Seats Per Room					
Number of Quiet Study Rooms	3	1	1	1	
Number of Seats Per Room	94	53	22	19	
Number of Library Instruction Rooms	4	2	2		
Number of Seats Per Room		25 avg	25 avg		
Number of Group Work Tables	35	11	17	2	5
Number of Seats Per Table		4 avg	6 avg	6	4 avg
Number of Study Carrels	132	31	96	Quiet study room	5
Number of Computer Stations	584	229	298	27	
Number of Bookable A/V Workrooms		2	6		
Number of AV Preview Stations	24	8	15	1	
Total Number of Seats					
<b>BUDGET/ EXPENDITURES <i>xi</i></b>	<b>Totals</b>	<b>Campus Casa Loma</b>	<b>Campus St. James</b>	<b>Campus Ryerson- Sally Horsfall Eaton</b>	<b>Campus ESL Resource Centre</b>
<b>ACQUISITIONS</b>					
Books	\$126,957	\$61,750	\$62,190		\$3,017
Periodicals	\$80,469	\$24,237	\$56,232		
A/V Software	\$10,086	\$2,440	\$7,647		
Electronic Resources	\$189,079				
Staff Budget	\$1,692,653*				
Total Library Operating Budget	\$1,380,451				
% of Library Budget as a Total of the College Operating Budget					

<b>INFORMATION LITERACY</b>	
31. Library presentations are developed in collaboration with course instructor and are tailored to course objectives. (Answer in red) <b>Y</b> N Don't Know	
32. Librarians and faculty have developed information literacy instruction that is taught as an integral part of one or more courses. (Answer in red) Y <b>N</b> Don't Know	
33. Information literacy is integrated throughout the curriculum of one or more programs. (Answer in red) Y <b>N</b> Don't Know	
34. Assessing information literacy is part of campus or departmental assessment of student learning. (Answer in red) <b>Y</b> N Don't Know	
Our institution has gathered evidence that students are information literate when they graduate. (Answer in red) Y <b>N</b> Don't Know	

\*Note: Questions have been used with permission from the Association of Research Libraries.

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# GEORGIAN COLLEGE

Fiscal Year: April 03 – Mar 04

Total Number of Campuses: 3

Number of LRC's: 3

	Totals		Campus <i>i</i>		Campus		Campus		Campus	
			Barrie		Orillia		Owen Sound		Satellites	
			Major Focus Business, Health, Tech/LibArt		Major Focus Human Serv		Major Focus Apprenticeship		Major Focus	
<b>ENROLMENT <i>ii</i></b>	<b>Totals:</b>									
Full-time post secondary	5,278		3,894		982		281		131	
Full-time other										
Part-time registrations	33,344		N/A		N/A		N/A			
<b>STAFFING <i>iii</i></b>	<b>Totals:</b>									
<b>LIBRARY STAFF</b> FT=Full-time PT=Part-time in full-time equivalency	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>
Administration-Directors	1		1							
Administration-Managers/ Supervisors	1		1							
Administration-Systems										
Administration-Other (Specify)	.2			.2						
Librarians (Faculty)	5		4		1					
Library Technicians (Specify) A, A-Atypical, B, B-Atypical	11.8		7	1.2	2		1	.6		
Clerks (Specify) General, A B C D	7.6		3	3	1			.6		
Secretary (Specify) A B C										
Technicians (Specify) A B C										
Technologists (Specify) A B C										
Technical Support Specialist (Specify) A										
Students										
Other (Specify)	13		4	7		2				

<b>HOURS OF OPERATION</b>	<b>Total Number of Hours <i>iv</i></b>	<b>Campus Barrie Actual hours open <i>v</i></b>	<b>Campus Orillia Actual hours open</b>	<b>Campus Owen Sound Actual hours open</b>	<b>Campus</b>
1. Sept.-April: Mon-Thurs.	154	61	49	44	
Friday	25	9.25	8.75	8	
Saturday	14	7	7	0	
Sunday	7	7	0	0	
2. May-June: Mon-Thurs.	110	46	32	32	
Friday	17.25	8.5	8.75	8	
Saturday	0	0	0	0	
Sunday	0	0	0	0	
3. July-August: Mon-Thurs.	110	46	32	32	
Friday	24.5	8.5	8	8	
Saturday	0	0	0	0	
Sunday	0	0	0	0	
<b>COLLECTIONS</b>	<b>Totals:</b>				
Book Volumes (total of print & e-books)	49,890	30,608	13,062	6,220	
Current Periodical Subscriptions (print) <i>vi</i>	612	334	206	72	
Current Periodical Subscriptions (electronic) <i>vii</i>	3,150	1,100	1,300	750	
Number of Databases	20 (Available	to all )			
Video Titles	5,035	3,118	1,168	749	
CD-ROM Titles	561	414	95	52	
Computer Software Titles	0	0	0	0	
DVD Titles	0	0	0	0	
Ephemeral Collections (Specify)	0	0	0	0	
Films, sound recordings, slides, kits	704	235	238	231	
Other significant collection (specify i.e. faculty owned reserves, gov. docs., or other ephemeral collections)	2,931	Tech. rpts 1,810	pb's 710	pb's 411	
<b>INFORMATION EXCHANGES</b>	<b>Totals:</b>				
Facilitative (Directional)	722	722	N/A	N/A	
Basic (Under 5 minutes)	727	727	N/A	N/A	
Complex (5 minutes or longer)	1,116	1,116	N/A	N/A	

<b>NUMBER OF VISITORS <i>viii</i></b>	<b>Totals:</b>		<b>Campus Barrie</b>	<b>Campus Orillia</b>	<b>Campus Owen Sound</b>	<b>Campus</b>
Gate Counts	597,299		597,299	N/A	N/A	
<b>LIBRARY INSTRUCTION</b>	<b>Total Number of Participants</b>	<b>Total Number of Sessions</b>				
Library Orientations (Tours)	3,027		2,817	N/A	210	
Class Teaching/ Instruction	2,291		2,221	N/A	70	
<b>CIRCULATION</b>	<b>Totals</b>					
Books	27,603		20,158	6,509	936	
Periodicals	2,225		2,217	N/A	8	
AV Software	5,251		4,008	969	274	
AV Hardware	Not applicable (Media Services)					
CD/ROMs	563		481	73	9	
Computer Software	Not applicable					
Electronic Resources: Number of searches	Total: 212,210 (for all campuses/ all db's) Remote: 33,174 Total: 245,384					
Electronic Resources: Number of articles emailed	Not available for all		Db's			
Electronic Resources: Number of articles printed	N/A					
In House Usage	N/A					
Reserves	N/A					
Other (Specify)	N/A					
<b>ILLs LOANED <i>ix</i></b>						
Books	107		65	18	24	
Periodical Articles	246		142	92	12	
Videos	102		45	40	17	
<b>ILLs BORROWED</b>						
Books	1,064		784	96	184	
Periodical Articles	674		506	151	17	
Videos	327		35	97	195	
<b>AUTOMATED SYSTEMS</b>						
<b>System Vendor</b>	SIRSI		SIRSI	SIRSI	SIRSI	
<b>Media Booking Vendor</b>	SIRSI		SIRSI	SIRSI	SIRSI	
<b>Wireless Access (Y/N)</b>	N		N	N	N	

<b>SPACE</b>	<b>Totals</b>	<b>Campus Barrie</b>	<b>Campus Orillia</b>	<b>Campus Owen Sound</b>	<b>Campus</b>
<b>Net Assignable Square Metres (NASM) <i>x</i></b>	42,182	35,000	5,170	2,012	
Number of Seminar Rooms	13	9	4	0	
Number of Seats Per Room	76	8-12=72	4	0	
Number of Quiet Study Rooms	3	Seminar/ Quiet study same	1	2	
Number of Seats Per Room	72		52	20	
Number of Library Instruction Rooms	1	1	0	0	
Number of Seats Per Room	48	48(+26 student desk)	0	0	
Number of Group Work Tables	71	38	15	18	
Number of Seats Per Table	214	4-8=206	4	4	
Number of Study Carrels	168	134	17	17	
Number of Computer Stations	319	255+30 loan laptops	53	20	
Number of Bookable A/V Workrooms	2	N/A	2	2	
Number of AV Preview Stations	6	3+1 vtk	1	1	
Total Number of Seats	947	763	144	40	
Leisure seat'g (sofas/lounge)	44	8 sofas=24 Lounge=20	0	0	
<b>BUDGET/ EXPENDITURES <i>xi</i></b>	<b>Totals</b>	<b>Campus Barrie</b>	<b>Campus Orillia</b>	<b>Campus Owen Sound</b>	<b>Campus</b>
<b>ACQUISITIONS</b>					
Books	\$182,000	\$137,000	\$37,000	\$8,000	
Periodicals	\$118,500	\$63,100	\$39,000	\$16,400	
A/V Software	\$37,000	\$30,000	\$7,000		
Electronic Resources	\$90,200	\$75,000	\$15,200		
Staff Budget	\$1,469,100	\$1,120,400	\$289,300	\$59,400	
Total Library Operating Budget	\$1,932,700	\$1,450,500	\$402,200	\$80,000	
% of Library Budget as a Total of the College Operating Budget					

<b>INFORMATION LITERACY</b>	
35. Library presentations are developed in collaboration with course instructor and are tailored to course objectives. (Answer in red) <b>Y</b> N Don't Know	
36. Librarians and faculty have developed information literacy instruction that is taught as an integral part of one or more courses. (Answer in red) <b>Y</b> N Don't Know	
37. Information literacy is integrated throughout the curriculum of one or more programs. (Answer in red) <b>Y</b> N Don't Know	
38. Assessing information literacy is part of campus or departmental assessment of student learning. (Answer in red) <b>Y</b> N Don't Know	
39. Our institution has gathered evidence that students are information literate when they graduate. (Answer in red) Y <b>N</b> Don't Know	

\*Note: Questions have been used with permission from the Association of Research Libraries.

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# HUMBER COLLEGE

Fiscal Year: April 03 – Mar 04

Total Number of Campuses: 2

Number of LRC's: 2

	Totals		Campus <i>i</i>		Campus		Campus		Campus	
			North		Lakeshore					
			Major Focus		Major Focus		Major Focus		Major Focus	
<b>ENROLMENT <i>ii</i></b>	<b>Totals:</b>									
Full-time post secondary	14,934		11,173		3,761					
Full-time other										
Part-time registrations	45,727		39,967		5,760					
<b>STAFFING <i>iii</i></b>	<b>Totals:</b>									
<b>LIBRARY STAFF</b> FT=Full-time PT=Part-time in full-time equivalancy	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>
Administration-Directors	1		1							
Administration-Managers/ Supervisors										
Administration-Systems										
Administration-Other (Specify)										
Librarians (Faculty)	5	1	4	.5	1	.5				
Library Technicians (Specify) A, A-Atypical, B, B-Atypical	10-B, 3 Aty	3	8B, 2 Aty	2	2B, 1 Aty	1				
Clerks (Specify) General, A B C D	6 Aty 1B		4 Aty 1B		2 Aty					
Secretary (Specify) A B C	1B		1B							
Technicians (Specify) A B C										
Technologists (Specify) A B C										
Technical Support Specialist (Specify) A										
Students	10.5			7.5		3				
Other (Specify)										

<b>HOURS OF OPERATION</b>	<b>Total Number of Hours <i>iv</i></b>	<b>Campus North Actual hours open <i>v</i></b>	<b>Campus Lakeshore Actual hours open</b>	<b>Campus</b>	<b>Campus</b>
1. Sept.-April: Mon-Thurs.	106	7:45-21:00	7:45-21:00		
Friday	19	7:45-18:00	7:45-16:30		
Saturday	11.75	8:45-15:00	10:00-15:00		
Sunday	10	12:00-17:00	12:00-17:00		
2. May-June: Mon-Thurs.	88	8:30-19:30	8:30-19:30		
Friday	16	8:30-16:30	8:30-16:30		
Saturday	6.25	8:45-15:00	Closed		
Sunday	0	Closed	Closed		
3. July-August: Mon-Thurs.	70	8:30-18:00	8:30-16:30		
Friday	16	8:30-16:30	8:30-16:30		
Saturday	0	Closed	Closed		
Sunday	0	Closed	Closed		
<b>COLLECTIONS</b>	<b>Totals:</b>				
Book Volumes (total of print & e-books)	100,388	81,743	18,645		
Current Periodical Subscriptions (print) <i>vi</i>	580	410	170		
Current Periodical Subscriptions (electronic) <i>vii</i>					
Number of Databases	57				
Video Titles	2,599	2,187	412		
CD-ROM Titles	1,718	1,421	297		
Computer Software Titles					
DVD Titles	66	55	11		
Ephemeral Collections (Specify) <b>LBS/OBS TOPs</b>	2,761	2,715	46		
Films, sound recordings, slides, kits	5,761	1,321	4,440		
Other significant collection (specify i.e. faculty owned reserves, gov. docs., or other ephemeral collections)	379	338	41		
<b>INFORMATION EXCHANGES</b>	<b>Totals:</b>				
Facilitative (Directional)	3,749	3,183	566		
Basic (Under 5 minutes)	5,080	3,980	1,100		
Complex (5 minutes or longer)	1,211	940	271		

<b>NUMBER OF VISITORS <i>viii</i></b>	<b>Totals:</b>		<b>Campus North</b>	<b>Campus Lakeshore</b>	<b>Campus</b>	<b>Campus</b>
Gate Counts	258,363					
<b>LIBRARY INSTRUCTION</b>	<b>Total Number of Participants</b>	<b>Total Number of Sessions</b>				
Library Orientations (Tours)						
Class Teaching/ Instruction	5,806	228	195	33		
<b>CIRCULATION</b>	<b>Totals:</b>					
Books	65,457		52,914	12,543		
Periodicals	Do Not Circulate					
AV Software	N/A					
AV Hardware	N/A					
CD/ROMs						
Computer Software	N/A					
Electronic Resources: Number of searches	140,111					
Electronic Resources: Number of articles emailed						
Electronic Resources: Number of articles printed						
In House Usage						
Reserves	2,939		2,563	376		
Other (Specify)	4,559		4,059	500		
<b>Media Resources</b>						
<b>ILLs LOANED <i>ix</i></b>	<b>Totals:</b>					
Books	167		137	30		
Periodical Articles	28		28	0		
Videos	24		24	0		
<b>ILLs BORROWED</b>	<b>Totals:</b>					
Books	178		123	55		
Periodical Articles	186		186	0		
Videos	29		21	8		
<b>AUTOMATED SYSTEMS</b>						
<b>System Vendor</b>			SIRSI	SIRSI		
<b>Media Booking Vendor</b>	N/A					
<b>Wireless Access (Y/N)</b>			Y	N		

<b>SPACE</b>	<b>Totals:</b>	<b>Campus North</b>	<b>Campus Lakeshore</b>	<b>Campus</b>	<b>Campus</b>
<b>Net Assignable Square Metres (NASM) <i>x</i></b>	45,230	40,000	5,230		
Number of Seminar Rooms	13	13			
Number of Seats Per Room	6	6			
Number of Quiet Study Rooms	1	1			
Number of Seats Per Room	62	62			
Number of Library Instruction Rooms	2	1	1		
Number of Seats Per Room	40-45	40-45			
Number of Group Work Tables	21	21			
Number of Seats Per Table	6	6			
Number of Study Carrels	109	109			
Number of Computer Stations	32	32			
Number of Bookable A/V Workrooms	N/A	N/A			
Number of AV Preview Stations	4	4			
Total Number of Seats	568	447	121		
<b>BUDGET/ EXPENDITURES <i>xi</i></b>	<b>Totals</b>	<b>Campus North</b>	<b>Campus Lakeshore</b>	<b>Campus</b>	<b>Campus</b>
<b>ACQUISITIONS</b>					
Books	\$100,000				
Periodicals	\$82,000				
A/V Software	\$35,000				
Electronic Resources	\$116,168				
Staff Budget	\$1,081,024				
Total Library Operating Budget	\$1,444,602				
% of Library Budget as a Total of the College Operating Budget	1.19 %				

<b>INFORMATION LITERACY</b>	
40. Library presentations are developed in collaboration with course instructor and are tailored to course objectives. (Answer in red) <b>Y</b> N Don't Know	
41. Librarians and faculty have developed information literacy instruction that is taught as an integral part of one or more courses. (Answer in red) <b>Y</b> N Don't Know	
42. Information literacy is integrated throughout the curriculum of one or more programs. (Answer in red) <b>Y</b> N Don't Know	
43. Assessing information literacy is part of campus or departmental assessment of student learning. (Answer in red) <b>Y</b> N Don't Know	
44. Our institution has gathered evidence that students are information literate when they graduate. (Answer in red) Y N <b>Don't Know</b>	

\*Note: Questions have been used with permission from the Association of Research Libraries.

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# MOHAWK COLLEGE

Fiscal Year: April 03 – Mar 04

Total Number of Campuses: 4

Number of LRC's: 4

	Totals	Campus <i>i</i>		Campus		Campus		Campus		
		Brantford	Fennell	IAHS	Stoney Creek	Major Focus	Major Focus	Major Focus	Major Focus	
		Applied Arts & Graphics; Law & Security & Police Foundations	Applied Arts; Business; Technology	Nursing, Medical Imaging, Health Sciences, Human Services	Technology, Apprenticeship and Skilled Trades				*Apprenticeship totals N/A	
<b>ENROLMENT <i>ii</i></b>	<b>Totals:</b>									
Full-time post secondary	8,919	912	6,018	1,424	*565					
Full-time other	781	23	712	3	*43					
Part-time registrations	1,421	19	485	66	*70					
<b>STAFFING <i>iii</i></b>	<b>Totals:</b>									
<b>LIBRARY STAFF</b> FT=Full-time PT=Part-time in full-time equivalency	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>
Administration-Directors					1					
Administration-Managers/ Supervisors										
Administration-Systems										
Administration-Other										
Librarians (Faculty)					6	.3		.27		
Library Technicians (Specify) A, A-Atypical, B, B-Atypical			1-B	1.38-A	6-B 1-A 1-B Aty	1.6 3-B .73-A	3-B		1-A Aty	.5-A
Clerks (Specify) General, A B C D										.5-C
Secretary (Specify) A B C										
Technicians (Specify) A B C						.51-B				
Technologists (Specify) A B C										
Technical Support Specialist (Specify) A										
Students *Total number of student hours needed – Do you have this info?						2.66	2.08			
Other (Specify)										

<b>HOURS OF OPERATION</b>	<b>Total Number of Hours <i>iv</i></b>	<b>Campus Brantford Actual hours open <i>v</i></b>	<b>Campus Fennell Actual hours open</b>	<b>Campus IAHS Actual hours open</b>	<b>Campus StoneyCreek Actual hours open</b>
1. Sept.-April: Mon-Thurs.		08:30-19:00	08:30-22:00	08:30-21:00	08:30-19:00
Friday		08:30-16:30	8:30-16:30	8:30-16:30	8:30-16:00
Saturday		8:30-16:30	8:30-16:30	11:00-15:00	Closed
Sunday		Closed	8:30-16:30	Closed	Closed
2. May-June: Mon-Thurs.		8:30-19:00	8:30-22:00	8:30-21:00	8:30-19:00
Friday		8:30-16:30	8:30-16:30	8:30-16:30	8:30-16:00
Saturday		8:30-16:30	8:30-16:30	11:00-15:00	Closed
Sunday		Closed	Closed	Closed	Closed
3. July-*August:Mon-Thurs.		8:30-16:00	8:30-22:00	8:30-20:00	8:30-16:00
Friday		8:30-16:00	8:30-16:30	8:30-16:30	8:30-16:00
Saturday		Closed	8:30-16:30	11:00-15:00	Closed
Sunday		Closed	Closed	Closed	Closed
<b>*Brantford campus is closed the last 3 weeks of August.</b>					
<b>COLLECTIONS</b>	<b>Totals</b>				
Book Volumes (total of print & e-books)	89,357	10,777	55,114	12,999	10,467
Current Periodical Subscriptions (print) <i>vi</i>	177	27	64	57	29
Current Periodical Subscriptions (electronic) <i>vii</i>	4,500	N/A	N/A	N/A	N/A
Number of Databases	N/A	N/A	N/A	N/A	N/A
Video Titles	8,619	1,182	3,318	1,454	2,665
CD-ROM Titles	1,266	52	507	514	193
Computer Software Titles	364	17	177	54	116
DVD Titles					
Ephemeral Collections (Specify)					
Films, sound recordings, slides, kits	1,023	231	516	177	99
Other significant collection (specify i.e. faculty owned reserves, gov. docs., or other ephemeral collections)					
<b>INFORMATION EXCHANGES</b>	<b>Totals</b>	<b>* Annual count not done in 2003/2004</b>			
Facilitative (Directional)					
Basic (Under 5 minutes)					
Complex (5 minutes or longer)					

<b>NUMBER OF VISITORS <i>viii</i></b>	<b>Totals:</b>		<b>Campus Brantford</b>	<b>Campus Fennell</b>	<b>Campus IAHS</b>	<b>Campus Stoney Creek</b>
Gate Counts	826,976		75,989	459,059	199,581	92,347
<b>LIBRARY INSTRUCTION</b>	<b>Total Number of Participants</b>	<b>Total Number of Sessions</b>				
Library Orientations (Tours)	N/A					
Class Teaching/Instruction	7,500	195				
<b>CIRCULATION</b>	<b>Totals</b>					
Books	54,417		3,895	21,406	23,161	5,955
Periodicals	NA/		N/A	N/A	N/A	N/A
AV Software	17,391		845	8,882	4,742	2,922
AV Hardware	N/A		N/A	N/A	N/A	N/A
CD/ROMs	3,590		25	1,602	957	1,006
Computer Software	N/A		N/A	N/A	N/A	N/A
Electronic Resources: Number of searches	181,000 (Ebsco & ProQuest only)					
Electronic Resources: Number of articles emailed	N/A		N/A	N/A	N/A	N/A
Electronic Resources: Number of articles printed	N/A		N/A	N/A	N/A	N/A
In House Usage	N/A		N/A	N/A	N/A	N/A
Reserves (Aug 03-Mar 04)	7,925		898	4,152	2,016	859
Other (Specify)						
<b>ILLs LOANED <i>ix</i></b>	<b>Totals</b>					
Books	336		11	51	258	16
Periodical Articles	Counted with books					
Videos	104		5	59	38	2
<b>ILLs BORROWED</b>	<b>Totals</b>					
Books	105		9	31	59	6
Periodical Articles	Counted with Books					
Videos	87		4	73	9	1
<b>AUTOMATED SYSTEMS</b>						
<b>System Vendor</b>			SIRSI	SIRSI	SIRSI	SIRSI
<b>Media Booking Vendor</b>			Via the Biblio-centre	Via the Biblio-centre	Via the Biblio-centre	Via the Biblio-centre
<b>Wireless Access (Y/N)</b>						

<b>SPACE</b>	<b>Totals</b>	<b>Campus Brantford</b>	<b>Campus Fennell</b>	<b>Campus IAHS</b>	<b>Campus Stoney Creek</b>
<b>Net Assignable Square Metres (NASM) *</b>		427	1,467	830.5	457
Number of Seminar Rooms		0	0	0	N/A
Number of Seats Per Room		0	0	0	N/A
Number of Quiet Study Rooms		1	3	1	N/A
Number of Seats Per Room		8	8	10	N/A
Number of Library Instruction Rooms		0	1	0	N/A
Number of Seats Per Room		0	20	0	N/A
Number of Group Work Tables		13	43	6	16
Number of Seats Per Table		5	5	6	6
Number of Study Carrels		24	82	54	50
Number of Computer Stations		21	44	44	21
Number of Bookable A/V Workrooms		0	2	1	1
Number of AV Preview Stations		8	7	9	10
Total Number of Seats		126	215	165	177
<b>BUDGET/ EXPENDITURES</b>	<b>Totals</b>	<b>Campus Brantford</b>	<b>Campus Fennell</b>	<b>Campus IAHS</b>	<b>Campus Stoney Creek</b>
<b>ACQUISITIONS</b>					
Books	\$116,000				
Periodicals	\$20,000				
A/V Software	\$12,000				
Electronic Resources	\$40,000				
Staff Budget	N/A				
Total Library Operating Budget	N/A				
% of Library Budget as a Total of the College Operating Budget	N/A				

<b>INFORMATION LITERACY</b>	
45. Library presentations are developed in collaboration with course instructor and are tailored to course objectives. (Answer in red) Y N Don't Know	
46. Librarians and faculty have developed information literacy instruction that is taught as an integral part of one or more courses. (Answer in red) Y N Don't Know	
47. Information literacy is integrated throughout the curriculum of one or more programs. (Answer in red) Y N Don't Know	
48. Assessing information literacy is part of campus or departmental assessment of student learning. (Answer in red) Y N Don't Know	
49. Our institution has gathered evidence that students are information literate when they graduate. (Answer in red) Y N Don't Know	

\*Note: Questions have been used with permission from the Association of Research Libraries.

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# NIAGARA COLLEGE

Fiscal Year: April 03 – Mar 04

Total Number of Campuses: 2

Number of LRC's: 2

	Totals		Campus <i>i</i>		Campus		Campus		Campus	
			Glendale		Welland					
			Major Focus		Major Focus		Major Focus		Major Focus	
<b>ENROLMENT <i>ii</i></b>	<b>Totals:</b>									
Full-time post secondary			4,879		7,774					
Full-time other			352		244					
Part-time registrations			1,936		2,263					
<b>STAFFING <i>iii</i></b>	<b>Totals:</b>									
<b>LIBRARY STAFF</b> FT=Full-time PT=Part-time in full-time equivalancy	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>
Administration-Directors	1									
Administration-Managers/ Supervisors										
Administration-Systems										
Administration-Other (Specify)										
Librarians (Faculty)	1		1							
Library Technicians (Specify) A, A-Atypical, B, B-Atypical	8		3-B		3-B 2-B Aty					
Clerks (Specify) General, A B C D	2.8			1.4	1.4					
Secretary (Specify) A B C										
Technicians (Specify) A B C	1				1-B					
Technologists (Specify) A B C	1			1-B						
Technical Support Specialist (Specify) A										
Students	1.05			.63	.42					
Other (Specify)										

<b>HOURS OF OPERATION</b>	<b>Total Number of Hours <i>iv</i></b>	<b>Campus Glendale Actual hours open <i>v</i></b>	<b>Campus Welland Actual hours open</b>	<b>Campus</b>	<b>Campus</b>
1. Sept.-April: Mon-Thurs.	48	8:00-20:00	8:00-20:00		
Friday	9	8:00-17:00	8:00-17:00		
Saturday	N/A	N/A	N/A		
Sunday	N/A	N/A	N/A		
2. May-June: Mon-Thurs.	30	8:30-16:00	8:30-16:00		
Friday	7.5	8:30-16:00	8:30-16:00		
Saturday	N/A	N/A	N/A		
Sunday	N/A	N/A	N/A		
3. July-August: Mon-Thurs.	30	8:30-16:00	8:30-16:00		
Friday	7.5	8:30-16:00	8:30-16:00		
Saturday	N/A	N/A	N/A		
Sunday	N/A	N/A	N/A		
<b>COLLECTIONS</b>	<b>Totals:</b>				
Book Volumes (total of print & e-books)	48,000	12,514	35,486		
Current Periodical Subscriptions (print) <i>vi</i>	313	102	210		
Current Periodical Subscriptions (electronic) <i>vii</i>					
Number of Databases	18				
Video Titles	4,482	2,119	2,363		
CD-ROM Titles					
Computer Software Titles	364	153	211		
DVD Titles	13	2	11		
Ephemeral Collections (Specify)					
Films, sound recordings, slides, kits	352	60	292		
Other significant collection (specify i.e. faculty owned reserves, gov. docs., or other ephemeral collections)					
<b>INFORMATION EXCHANGES</b>	<b>Totals:</b>				
Facilitative (Directional)					
Basic (Under 5 minutes)					
Complex (5 minutes or longer)					

<b>NUMBER OF VISITORS</b>	<b>Totals:</b>		<b>Campus Glendale</b>	<b>Campus Welland</b>	<b>Campus</b>	<b>Campus</b>
Gate Counts			226,000	unknown		
<b>LIBRARY INSTRUCTION</b>	<b>Total Number of Participants</b>	<b>Total Number of Sessions</b>				
Library Orientations (Tours)						
Class Teaching/Instruction	96		47	49		
<b>CIRCULATION</b>	<b>Totals</b>					
Books	11,819		4,686	7,133		
Periodicals	N/A					
AV Software						
AV Hardware						
CD/ROMs						
Computer Software	141		104	37		
Electronic Resources: Number of searches	91,077					
Electronic Resources: Number of articles emailed						
Electronic Resources: Number of articles printed						
In House Usage						
Reserves	2,405		1,046	1,359		
Other (Specify)						
<b>ILLs LOANED <i>ix</i></b>	<b>Totals</b>					
Books	65		13	52		
Periodical Articles	0		0	0		
Videos	33		11	22		
<b>ILLs BORROWED</b>	<b>Totals</b>					
Books	39		31	8		
Periodical Articles	0		0	0		
Videos	2		0	2		
<b>AUTOMATED SYSTEMS</b>						
<b>System Vendor</b>	Dynix Horizon					
<b>Media Booking Vendor</b>	Dynix Horizon					
<b>Wireless Access (Y/N)</b>	N					

<b>SPACE</b>	<b>Totals</b>	<b>Campus Glendale</b>	<b>Campus Welland</b>	<b>Campus</b>	<b>Campus</b>
<b>Net Assignable Square Metres (NASM) <i>x</i></b>		1,366			
Number of Seminar Rooms		0	0		
Number of Seats Per Room		0	0		
Number of Quiet Study Rooms		9	4		
Number of Seats Per Room		6	8-10		
Number of Library Instruction Rooms		1	1		
Number of Seats Per Room		25	38		
Number of Group Work Tables		18	8		
Number of Seats Per Table		4	4		
Number of Study Carrels		65	24		
Number of Computer Stations		24	24		
Number of Bookable A/V Workrooms		0	0		
Number of AV Preview Stations		3	3		
Total Number of Seats		234	156		
<b>BUDGET/ EXPENDITURES <i>xi</i></b>	<b>Totals</b>	<b>Campus Glendale</b>	<b>Campus Welland</b>	<b>Campus</b>	<b>Campus</b>
<b>ACQUISITIONS</b>					
Books	\$64,000	\$32,000	\$32,000		
Periodicals	\$77,699	\$9,600	\$68,000		
A/V Software	\$24,000	\$12,000	\$12,000		
Electronic Resources			Included in periodicals		
Staff Budget	\$707,227				
Total Library Operating Budget	\$958,198				
% of Library Budget as a Total of the College Operating Budget	1.33%				

<b>INFORMATION LITERACY</b>	
50. Library presentations are developed in collaboration with course instructor and are tailored to course objectives. (Answer in red) <b>Y</b> N Don't Know	
51. Librarians and faculty have developed information literacy instruction that is taught as an integral part of one or more courses. (Answer in red) Y <b>N</b> Don't Know	
52. Information literacy is integrated throughout the curriculum of one or more programs. (Answer in red) Y <b>N</b> Don't Know	
53. Assessing information literacy is part of campus or departmental assessment of student learning. (Answer in red) Y <b>N</b> Don't Know	
54. Our institution has gathered evidence that students are information literate when they graduate. (Answer in red) Y N <b>Don't Know</b>	

\*Note: Questions have been used with permission from the Association of Research Libraries.

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# ST. CLAIR COLLEGE

Fiscal Year: April 03 – Mar 04

Total Number of Campuses: 2

Number of LRC's: 2

	Totals		Campus <i>i</i>		Campus		Campus		Campus	
			South		Thames					
			Major Focus		Major Focus		Major Focus		Major Focus	
<b>ENROLMENT <i>ii</i></b>	<b>Totals:</b>									
Full-time post secondary	6,575		5,672		903					
Full-time other										
Part-time registrations										
Con. Ed	8,336		5,836		2,500					
<b>STAFFING <i>iii</i></b>	<b>Totals:</b>		587(Fac/Supp)							
<b>LIBRARY STAFF</b> FT=Full-time PT=Part-time in full-time equivalancy	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>
Administration-Directors										
Administration-Managers/ Supervisors										
Administration-Systems										
Administration-Other (Specify)										
Librarians (Faculty)										
Library Technicians (Specify) A, A-Atypical, B, B-Atypical			2-A 5-B		2-B					
Clerks (Specify) General, A B C D			1							
Secretary (Specify) A B C										
Technicians (Specify) A B C										
Technologists (Specify) A B C										
Technical Support Specialist (Specify) A										
Students				.5		.5				
Other (Specify)										

<b>HOURS OF OPERATION</b>	<b>Total Number of Hours <i>iv</i></b>	<b>Campus South Actual hours open <i>v</i></b>	<b>Campus Thames Actual hours open</b>	<b>Campus</b>	<b>Campus</b>
1. Sept.-April: Mon-Thurs.		7:45-22:00	8:30-21:00		
Friday		7:45-18:00	8:30-16:30		
Saturday		9:00-17:00	Closed		
Sunday		Closed	Closed		
2. May-June: Mon-Thurs.		7:45-21:00	8:30-21:00		
Friday		7:45-16:30	8:30-16:30		
Saturday		Closed	Closed		
Sunday		Closed	Closed		
3. July-August: Mon-Thurs.		7:45-21:00	8:30-16:30		
Friday		7:45-16:30	8:00-16:00		
Saturday		Closed	Closed		
Sunday		Closed	Closed		
<b>COLLECTIONS</b>	<b>Totals</b>				
Book Volumes (total of print & e-books)	52,031	42,348	9,683		
Current Periodical Subscriptions (print) <i>vi</i>	116	62	54		
Current Periodical Subscriptions (electronic) <i>vii</i>					
Number of Databases	20	20			
Video Titles	3887	2,377	1,510		
CD-ROM Titles	54		54		
Computer Software Titles					
DVD Titles	173	157	16		
Ephemeral Collections (Specify)					
Films, sound recordings, slides, kits					
Other significant collection (specify i.e. faculty owned reserves, gov. docs., or other ephemeral collections)					
<b>INFORMATION EXCHANGES</b>	<b>Totals:</b>				
Facilitative (Directional)					
Basic (Under 5 minutes)					
Complex (5 minutes or longer)					

<b>NUMBER OF VISITORS</b> <i>viii</i>	<b>Totals:</b>		<b>Campus South</b>	<b>Campus Thames</b>	<b>Campus</b>	<b>Campus</b>
Gate Counts			323,228	20,000		
<b>LIBRARY INSTRUCTION</b>	<b>Total Number of Participants</b>	<b>Total Number of Sessions</b>				
Library Orientations (Tours)			335/22	250/8		
Class Teaching/Instruction			120/15	40/1		
<b>CIRCULATION</b>	<b>Totals:</b>					
Books	21,065		18,265	2,800		
Periodicals	499		499			
AV Software	14,329		12,243	2,086		
AV Hardware	9,659		7,623	2,036		
CD/ROMs	8			8		
Computer Software						
Electronic Resources: Number of searches						
Electronic Resources: Number of articles emailed						
Electronic Resources: Number of articles printed						
In House Usage	6,758		6,758			
Reserves						
Other (Specify)						
<b>ILLs LOANED</b> <i>ix</i>	<b>Totals:</b>					
Books	206		197	9		
Periodical Articles						
Videos	3			3		
<b>ILLs BORROWED</b>	<b>Totals:</b>					
Books	73		73			
Periodical Articles						
Videos						
<b>AUTOMATED SYSTEMS</b>						
<b>System Vendor</b>			Surpass	Surpass		
<b>Media Booking Vendor</b>						
<b>Wireless Access (Y/N)</b>			N			

<b>SPACE</b>	<b>Totals:</b>	<b>Campus South</b>	<b>Campus Thames</b>	<b>Campus</b>	<b>Campus</b>
<b>Net Assignable Square Metres (NASM) <i>x</i></b>	1,946	1,440	506		
Number of Seminar Rooms					
Number of Seats Per Room					
Number of Quiet Study Rooms	8	4	4		
Number of Seats Per Room		2-have 6 seats 2-have 10 seats	4-6		
Number of Library Instruction Rooms					
Number of Seats Per Room					
Number of Group Work Tables	14	5	9		
Number of Seats Per Table		4	4-6		
Number of Study Carrels	282	264	18		
Number of Computer Stations	34	14	20		
Number of Bookable A/V Workrooms	4		4		
Number of AV Preview Stations	24	20	4		
Total Number of Seats	129	35	94		
<b>BUDGET/ EXPENDITURES <i>xi</i></b>	<b>Totals:</b>				
<b>ACQUISITIONS</b>					
Books	\$60,789	30,000 SRC 13,000 LIB	17,789		
Periodicals	\$16,047	7,000	9,047		
A/V Software	\$20,718	13,000	7,718		
Electronic Resources	\$39,325	35,000	4,325		
Staff Budget	\$454,326	351,340	102,986		
Total Library Operating Budget	\$452,840	452,840			
% of Library Budget as a Total of the College Operating Budget					

<b>INFORMATION LITERACY</b>	
55. Library presentations are developed in collaboration with course instructor and are tailored to course objectives. (Answer in red) Y <b>N</b> Don't Know	
56. Librarians and faculty have developed information literacy instruction that is taught as an integral part of one or more courses. (Answer in red) Y <b>N</b> Don't Know	
57. Information literacy is integrated throughout the curriculum of one or more programs. (Answer in red) Y <b>N</b> Don't Know	
58. Assessing information literacy is part of campus or departmental assessment of student learning. (Answer in red) Y <b>N</b> Don't Know	
59. Our institution has gathered evidence that students are information literate when they graduate. (Answer in red) Y <b>N</b> Don't Know	

\*Note: Questions have been used with permission from the Association of Research Libraries.

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# SAULT COLLEGE

Fiscal Year: April 03 – Mar 04

Total Number of Campuses: 1

Number of LRC's: 1

	Totals		Campus <i>i</i>		Campus		Campus		Campus	
			Sault							
			Major Focus	Major Focus	Major Focus	Major Focus	Major Focus	Major Focus	Major Focus	Major Focus
<b>ENROLMENT <i>ii</i></b>	<b>Totals:</b>									
Full-time post secondary	2,123		2,123							
Full-time other	0		0							
Part-time registrations	166; 4,500		166; 4,500							
	Continuing Ed.		Continuing Ed.							
<b>STAFFING <i>iii</i></b>	<b>Totals:</b>									
<b>LIBRARY STAFF</b> FT=Full-time PT=Part-time in full-time equivalency	<b>FT</b>	<b>PT</b> FTE	<b>FT</b>	<b>PT</b> FTE	<b>FT</b>	<b>PT</b> FTE	<b>FT</b>	<b>PT</b> FTE	<b>FT</b>	<b>PT</b> FTE
Administration-Directors										
Administration-Managers/ Supervisors										
Administration-Systems										
Administration-Other (Specify)										
Librarians (Faculty)										
Library Technicians (Specify) A, A-Atypical, B, B-Atypical	4*	.28 (10 hrs)	4*	.28 (10 hrs)						
Clerks (Specify) General, A B C D										
Secretary (Specify) A B C										
Technicians (Specify) A B C										
Technologists (Specify) A B C										
Technical Support Specialist (Specify) A										
Students		1.42 50 hrs)		1.42 50 hrs)						
Other (Specify)										

**\*Note: The library operated with 2 staff for the majority of the year. As a result, statistics were not tracked for all services.**

<b>HOURS OF OPERATION</b>	<b>Total Number of Hours <i>iv</i></b>	<b>Campus Sault Actual hours open <i>v</i></b>	<b>Campus</b>	<b>Campus</b>	<b>Campus</b>
1. Sept.-April: Mon-Thurs.	48	8:30-20:30			
Friday	8	8:30-20:30			
Saturday	5	12:00-17:00 (March – April only)			
Sunday	5	12:00-17:00 (March – April only)			
2. May-June: Mon-Thurs.	30	8:30-16:00			
Friday	7.5	8:30-16:00			
Saturday	0	Closed			
Sunday	0	Closed			
3. July-August: Mon-Thurs.	30	8:30-16:00			
Friday	7.5	8:30-16:00			
Saturday	0	Closed			
Sunday	0	Closed			
<b>COLLECTIONS</b>	<b>Totals:</b>				
Book Volumes (total of print & e-books)	36,465	36,465			
Current Periodical Subscriptions (print) <i>vi</i>	152	152			
Current Periodical Subscriptions (electronic) <i>vii</i>	N/A	N/A			
Number of Databases	28	28			
Video Titles	1,400	1,400			
CD-ROM Titles	18	18			
Computer Software Titles					
DVD Titles	0	0			
Ephemeral Collections (Specify)					
Films, sound recordings, slides, kits	93	93			
Other significant collection (specify i.e. faculty owned reserves, gov. docs., or other ephemeral collections) <b>Maps</b>	450	450			
<b>INFORMATION EXCHANGES</b>	<b>Totals:</b>	Stats not available			
Facilitative (Directional)	N/A				
Basic (Under 5 minutes)	N/A				
Complex (5 minutes or longer)	N/A				

<b>NUMBER OF VISITORS <i>viii</i></b>	<b>Totals:</b>		<b>Campus Sault</b>	<b>Campus</b>	<b>Campus</b>	<b>Campus</b>
Gate Counts	N/A		Stats not available			
<b>LIBRARY INSTRUCTION</b>	<b>Total Number of Participants</b>	<b>Total Number of Sessions</b>	Tours not offered due to reduced staff			
Library Orientations (Tours)	0	0	0			
Class Teaching/Instruction	0	0	0			
<b>CIRCULATION</b>	<b>Totals:</b>					
Books	Stats not available		Stats not available			
Periodicals	N/A		N/A			
AV Software						
AV Hardware	369		369			
CD/ROMs						
Computer Software						
Electronic Resources: Number of searches						
Electronic Resources: Number of articles emailed						
Electronic Resources: Number of articles printed						
In House Usage						
Reserves						
Other (Specify)						
<b>ILLs LOANED</b>	<b>Totals:</b>					
	Stats may not be complete					
Books	22		22			
Periodical Articles	29		29			
Videos	(included in books)					
<b>ILLs BORROWED</b>	<b>Totals:</b>					
Books	31		31			
Periodical Articles	66		66			
Videos	(included in books)					
<b>AUTOMATED SYSTEMS</b>						
<b>System Vendor</b>	Mandarin					
<b>Media Booking Vendor</b>	In-house software					
<b>Wireless Access (Y/N)</b>	No					

SPACE	Totals:	Campus Sault	Campus	Campus	Campus
<b>Net Assignable Square Metres (NASM) <sup>x</sup></b>	1,537 sq m	1,537 sq m			
Number of Seminar Rooms	0	0			
Number of Seats Per Room	N/A	N/A			
Number of Quiet Study Rooms	3	3			
Number of Seats Per Room	4-8	4-8			
Number of Library Instruction Rooms	0	0			
Number of Seats Per Room	N/A	N/A			
Number of Group Work Tables	34	34			
Number of Seats Per Table	4-8	4-8			
Number of Study Carrels	23	23			
Number of Computer Stations	35	35			
Number of Bookable A/V Workrooms	1	1			
Number of AV Preview Stations	3	3			
Total Number of Seats	153	153			
<b>BUDGET/ EXPENDITURES <sup>xi</sup></b>	<b>Totals:</b>				
<b>ACQUISITIONS</b>					
Books	\$32,000				
Periodicals	\$28,000				
A/V Software	0				
Electronic Resources	\$23,000				
Staff Budget	\$222,876				
Total Library Operating Budget	\$306,843				
% of Library Budget as a Total of the College Operating Budget	0.98 %				

<b>INFORMATION LITERACY</b>	
60. Library presentations are developed in collaboration with course instructor and are tailored to course objectives. (Answer in red) Y <b>N</b> Don't Know	
61. Librarians and faculty have developed information literacy instruction that is taught as an integral part of one or more courses. (Answer in red) Y <b>N</b> Don't Know	
62. Information literacy is integrated throughout the curriculum of one or more programs. (Answer in red) Y N <b>Don't Know</b>	
63. Assessing information literacy is part of campus or departmental assessment of student learning. (Answer in red) Y N <b>Don't Know</b>	
64. Our institution has gathered evidence that students are information literate when they graduate. (Answer in red) Y N <b>Don't Know</b>	

\*Note: Questions have been used with permission from the Association of Research Libraries.

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# SENECA COLLEGE

Fiscal Year: April 03 – Mar 04

Total Number of Campuses: 9

Number of LRC's: 3

	Totals		Campus <i>i</i>		Campus		Campus		Campus	
			King		Newnham		Seneca @York		Don Mills	
			Major Focus Applied Arts & Health Sciences		Major Focus Business		Major Focus Technology & Computer Studies		Major Focus	
<b>ENROLMENT <i>ii</i></b>	<b>Totals:</b>									
Full-time post secondary										
Full-time other										
Part-time registrations										
<b>STAFFING <i>iii</i></b>	<b>Totals:</b>									
<b>LIBRARY STAFF</b> FT=Full-time PT=Part-time in full-time equivalency	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FT E</b>	<b>FT</b>	<b>PT FTE</b>
Administration-Directors	1									
Administration-Managers/ Supervisors	4		1		2		1			
Administration-Systems <b>1-Network Administrator</b>	1				1					
Administration-Other (Specify)										
Librarians (Faculty)	7	1.8	1	0.6	3	1.2	3			
Library Technicians (Specify) A, A-Atypical, B, B-Atypical	19	6	1-A, 3-B	0.7-A	2-A, 7B	0.7-A, 2.8-B	1-A, 4-B		1-A	
Clerks (Specify) General, A B C D		3		1		1		1		
Secretary (Specify) A B C										
Technicians (Specify) A B C <b>1-Computer Technician</b> <b>5.7-Audio Visual Technician</b>	6	0.7	1-AV		1-CT, 3-AV	0.7-AV	1-AV			
Technologists (Specify) A B C										
Technical Support Specialist (Specify) A										
Students										

	<b>Totals:</b>		<b>Campus King</b>		<b>Campus Newnham</b>		<b>Campus S &amp; York</b>		<b>Campus Don Mills</b>	
	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>
<b>LIBRARY STAFF</b> FT=Full-time PT=Part-time in full-time equivalency										
Other (Specify) <b>Circulation Assistants</b>	4	1			4	1				
<b>Faculty-Learning Centres</b>	6		1		3		1		1	
<b>Student Advisors-Learning Centres</b>	3				2		1			

<b>HOURS OF OPERATION</b>	<b>Total Number of Hours <i>iv</i></b>	<b>Campus King Actual hours open <i>v</i></b>	<b>Campus Newnham Actual hours open</b>	<b>Campus S @York Actual hours open</b>	<b>Campus Don Mills</b>
1. Sept.-April: Mon-Thurs.		8:00-19:30	8:00-23:00	8:00-22:30	
Friday		8:00-17:00	8:00-22:00	8:00-22:30	
Saturday		Closed	8:30-17:00	9:00-17:00	
Sunday		Closed	9:00-17:00	9:00-17:00	
2. May-June: Mon-Thurs.		8:00-19:30	8:00-23:00	8:00-22:30	
Friday		8:00-17:00	8:00-22:00	8:00-22:30	
Saturday		Closed	8:30-17:00	9:00-17:00	
Sunday		Closed	9:00-17:00	9:00-17:00	
3. July-August: Mon-Thurs.		8:00-19:30	8:00-23:00	8:00-22:30	
Friday		8:00-17:00	8:00-22:00	8:00-22:30	
Saturday		Closed	8:30-17:00	9:00-17:00	
Sunday		Closed	9:00-17:00	9:00-17:00	
<b>COLLECTIONS</b>	<b>Totals:</b>				
Book Volumes (total of print & e-books)	77,972	21,437	43,698	8,837	
Current Periodical Subscriptions (print) <i>vi</i>	630	143	348	131	8
Current Periodical Subscriptions (electronic) <i>vii</i>	14,000 (All campuses)				
Number of Databases					
Video Titles	5,109	1,492	3,383	234	
CD-ROM Titles	1,907	190	603	1,114	
Computer Software Titles					
DVD Titles					
Ephemeral Collections (Specify)					
Films, sound recordings, slides, kits	1,616				

Other significant collection (specify i.e. faculty owned reserves, gov. docs., or other ephemeral collections)	6,407	1,756	4,871	380	
<b>INFORMATION EXCHANGES</b>	<b>Totals:</b>				
Facilitative (Directional)	35,918	10,307	12,393	13,218	
Basic (Under 5 minutes)	34,001	14,291	16,809	2,901	
Complex (5 minutes or longer)	7,319	4,627	2,385	307	

<b>NUMBER OF VISITORS</b> <i>viii</i>	<b>Totals:</b>		<b>Campus King</b>	<b>Campus Newnham</b>	<b>Campus S &amp; York</b>	<b>Campus Don Mills</b>
Gate Counts	2,182,002		250,482	1,307,599	623,921	
<b>LIBRARY INSTRUCTION</b>	<b>Total Number of Participants</b>	<b>Total Number of Sessions</b>				
Library Orientations (Tours)	N/A	206	102	20	84	N/A
Class Teaching/ Instruction	N/A	195	42	66	87	N/A
<b>CIRCULATION</b>	<b>Totals:</b>					
Books	115,027		17,189	68,227	29,611	N/A
Periodicals	171		171	Not circulated	Not circulated	N/A
AV Software	6,983		591	5,823	524	N/A
AV Hardware	24,792		5,765	18,030	997	N/A
CD/ROMs						
Computer Software						
Electronic Resources: Number of searches	789,521 (All campuses)					
Electronic Resources: Number of articles emailed						
Electronic Resources: Number of articles printed						
In House Usage						
Reserves						
Other (Specify) <b>Manual Items-ie. vertical files, newspapers, magazines, annual reports</b>	13,212		163	125	12,924	
<b>ILLs LOANED</b> <i>ix</i>	<b>Totals:</b>					
Books	349		28	265	56	
Periodical Articles	(Included with books)					
Videos						
<b>ILLs BORROWED</b>	<b>Totals:</b>					
Books	551		29	489	33	
Periodical Articles	(Included with books)					
Videos						

<b>AUTOMATED SYSTEMS</b>		<b>Campus King</b>	<b>Campus Newnham</b>	<b>Campus S @ York</b>	<b>Campus Don Mills</b>
System Vendor	Voyageur				
Media Booking Vendor	Medianet				
Wireless Access (Y/N)	Y				
<b>SPACE</b>	<b>Totals:</b>				
<b>Net Assignable Square Metres (NASM) <i>x</i></b>	7,620	996	3,902	2,722	
Number of Seminar Rooms		6	5	6	
Number of Seats Per Room		8	7	8	
Number of Quiet Study Rooms		0	0	2	
Number of Seats Per Room		0	0	30	
Number of Library Instruction Rooms		0	2		
Number of Seats Per Room		0	24 & 4		
Number of Group Work Tables		0	5	6 group study rooms	
Number of Seats Per Table		0	3		
Number of Study Carrels		39	279		
Number of Computer Stations		34	280	251	
Number of Bookable A/V Workrooms		1	1		
Number of AV Preview Stations		3	7		
Total Number of Seats		125	404	377	
<b>BUDGET/ EXPENDITURES <i>xi</i></b>	<b>Totals:</b>				
<b>ACQUISITIONS</b>					
Books	\$376,963				
Periodicals	\$119,000				
A/V Software	\$30,000				
Electronic Resources	\$363,375				
Staff Budget	\$2,817,646				
Total Library Operating Budget	\$3,861,704				
% of Library Budget as a Total of the College Operating Budget					

<b>INFORMATION LITERACY</b>	
65. Library presentations are developed in collaboration with course instructor and are tailored to course objectives. (Answer in red) <b>Y</b> N Don't Know	
66. Librarians and faculty have developed information literacy instruction that is taught as an integral part of one or more courses. (Answer in red) <b>Y</b> N Don't Know	
67. Information literacy is integrated throughout the curriculum of one or more programs. (Answer in red) <b>Y</b> N Don't Know	
68. Assessing information literacy is part of campus or departmental assessment of student learning. (Answer in red) Y <b>N</b> Don't Know	
69. Our institution has gathered evidence that students are information literate when they graduate. (Answer in red) Y <b>N</b> Don't Know	

\*Note: Questions have been used with permission from the Association of Research Libraries.

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# SHERIDAN COLLEGE

Fiscal Year: April 03 – Mar 04

Total Number of Campuses: 3

Number of LRC's: 2

	Totals		Campus <i>i</i>		Campus		Campus		Campus	
			Davis		Trafalgar		STC			
			Major Focus Tech/Bus		Major Focus Art/Bus		Major Focus Apprentice		Major Focus	
<b>ENROLMENT <i>ii</i></b>	<b>Totals:</b>									
Full-time post secondary	14,707		5,135		8,761		811			
Full-time other	N/A									
Part-time registrations	N/A									
<b>STAFFING <i>iii</i></b>	<b>Totals:</b>									
<b>LIBRARY STAFF</b> FT=Full-time PT=Part-time in full-time equivalency	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>
Administration-Directors										
Administration-Managers/ Supervisors	1		.4		.6					
Administration-Systems										
Administration-Other (Specify)										
Librarians (Faculty)										
Library Technicians (Specify) A, A-Atypical, B, B-Atypical	2-B Aty, 2-B, 2-A		1-B Aty, 1-B, .4-A	.49- A	1-B Aty, 1-B, 1.6- A	.49- A				
Clerks (Specify) General, A B C D	2		1-B Aty		1 B Aty					
Secretary (Specify) A B C										
Technicians (Specify) A B C										
Technologists (Specify) A B C										
Technical Support Specialist (Specify) A										
Students	.54		.23		.31					
Other (Specify)										

<b>HOURS OF OPERATION</b>	<b>Total Number of Hours <i>iv</i></b>	<b>Campus Davis Actual hours open <i>v</i></b>	<b>Campus Trafalgar Actual hours open</b>	<b>Campus</b>	<b>Campus</b>
1. Sept.-April: Mon-Thurs.	58	08:00-21:00	08:00-21:00		
Friday	8.5	08:00-16:30	08:00-16:30		
Saturday	4	11:00-15:00	11:00-15:00		
Sunday	4	11:00-15:00	11:00-15:00		
2. May-June: Mon-Thurs.	58	08:00-21:00	08:00-21:00		
Friday	8.5	08:00-16:30	08:00-16:30		
Saturday	0				
Sunday	0				
3. July-August: Mon-Thurs.	32	08:00-16:30	08:00-16:30		
Friday	8	08:00-16:30	08:00-16:30		
Saturday	0				
Sunday	0				
<b>COLLECTIONS</b>	<b>Totals:</b>				
Book Volumes (total of print & e-books)	47,184	17,620	29,564		
Current Periodical Subscriptions (print) <i>vi</i>	180	67	113		
Current Periodical Subscriptions (electronic) <i>vii</i>	9				
Number of Databases	6				
Video Titles	1,440	549	891		
CD-ROM Titles	66	33	33		
Computer Software Titles					
DVD Titles					
Ephemeral Collections (Specify)					
Films, sound recordings, slides, kits	317	18	299		
Other significant collection (specify i.e. faculty owned reserves, gov. docs., or other ephemeral collections)			365 scores & librettos		
<b>INFORMATION EXCHANGES</b>	<b>Totals:</b>				
Facilitative (Directional)	N/A				
Basic (Under 5 minutes)	N/A				
Complex (5 minutes or longer)	N/A				

<b>NUMBER OF VISITORS <i>viii</i></b>	<b>Totals:</b>		<b>Campus Davis</b>	<b>Campus Trafalgar</b>	<b>Campus</b>	<b>Campus</b>
Gate Counts	N/A					
<b>LIBRARY INSTRUCTION</b>	<b>Total Number of Participants</b>	<b>Total Number of Sessions</b>				
Library Orientations (Tours)	N/A					
Class Teaching/ Instruction	N/A					
<b>CIRCULATION</b>	<b>Totals:</b>					
Books	20,120		4,993	15,127		
Periodicals	1,903		202	1,701		
AV Software	2,344		588	1,756		
AV Hardware						
CD/ROMs	13		8	5		
Computer Software						
Electronic Resources: Number of searches	More than 183,935					
Electronic Resources: Number of articles emailed	N/A					
Electronic Resources: Number of articles printed	N/A					
In House Usage	N/A					
Reserves						
Other (Specify)	1,112 vert/pict files		99	1,013		
<b>ILLs LOANED <i>ix</i></b>	<b>Totals:</b>					
Books	60		21	39		
Periodical Articles	1			1		
Videos	39		9	30		
<b>ILLs BORROWED</b>						
Books	110		30	80		
Periodical Articles	9			9		
Videos	35		23	12		
<b>AUTOMATED SYSTEMS</b>						
<b>System Vendor</b>	SIRSI					
<b>Media Booking Vendor</b>	SIRSI					
<b>Wireless Access (Y/N)</b>	To network		Y	Y		

SPACE	Totals:	Campus Davis	Campus Trafalgar	Campus	Campus
<b>Net Assignable Square Metres (NASM) *</b>	1,566	697	869		
Number of Seminar Rooms	2	2	0		
Number of Seats Per Room		6/8			
Number of Quiet Study Rooms	2	1	1		
Number of Seats Per Room		27	22		
Number of Library Instruction Rooms	0				
Number of Seats Per Room	0				
Number of Group Work Tables	35	15	20		
Number of Seats Per Table		4	4		
Number of Study Carrels	100	59	41		
Number of Computer Stations	24	14	10		
Number of Bookable A/V Workrooms					
Number of AV Preview Stations	7	3	4		
Total Number of Seats	340	182	158		
<b>BUDGET/ EXPENDITURES</b>	<b>Totals:</b>				
<b>ACQUISITIONS</b>					
Books	\$102,576				
Periodicals	\$15,000				
A/V Software	\$57,000				
Electronic Resources	\$190,820				
Staff Budget	\$502,132				
Total Library Operating Budget	\$932,073				
% of Library Budget as a Total of the College Operating Budget	0.64 %				

<b>INFORMATION LITERACY</b>	
70. Library presentations are developed in collaboration with course instructor and are tailored to course objectives. (Answer in red) Y <b>N</b> Don't Know	
71. Librarians and faculty have developed information literacy instruction that is taught as an integral part of one or more courses. (Answer in red) Y <b>N</b> Don't Know	
72. Information literacy is integrated throughout the curriculum of one or more programs. (Answer in red) Y N <b>Don't Know</b>	
73. Assessing information literacy is part of campus or departmental assessment of student learning. (Answer in red) Y <b>N</b> Don't Know	
74. Our institution has gathered evidence that students are information literate when they graduate. (Answer in red) Y <b>N</b> Don't Know	

\*Note: Questions have been used with permission from the Association of Research Libraries.

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# SIR SANDFORD FLEMING COLLEGE

Fiscal Year: April 03 – Mar 04

Total Number of Campuses: 4

Number of LRC's: 2

	Totals	Campus <i>i</i>		Campus		Campus		Campus		
		Sutherland		Frost						
		Major Focus Community Development & Health, Business, Law & Justice, Technology		Major Focus Environmental & Natural Resource Sciences		Major Focus		Major Focus		
<b>ENROLMENT <i>ii</i></b>	<b>Totals:</b>									
Full-time post secondary	5,769									
Full-time other	59									
Part-time registrations	510									
<b>STAFFING <i>iii</i></b>	<b>Totals:</b>									
<b>LIBRARY STAFF</b> FT=Full-time PT=Part-time in full-time equivalency	<b>FT</b>	<b>PT FT E</b>	<b>FT</b>	<b>PT FTE</b>	<b>FT</b>	<b>PT FTE</b>	<b>F T</b>	<b>PT FTE</b>	<b>F T</b>	<b>PT FTE</b>
Administration-Directors	1									
Administration-Managers/ Supervisors	2		1		1					
Administration-Systems										
Administration-Other (Specify)										
Librarians (Faculty)	0									
Library Technicians (Specify) A, A-Atypical, B, B-Atypical	5-B Aty, 4 A		3-B Aty, 2 A		2 B- Aty, 2A					
Clerks (Specify) General, A B C D										
Secretary (Specify) A B C										
Technicians (Specify) A B C	2C, 1B	1.5	1B, 1C	.75	1C	.75				
Technologists (Specify) A B C										
Technical Support Specialist (Specify) A										
Students	1.75			.75		1.0				
Other (Specify)										

<b>HOURS OF OPERATION</b>	<b>Total Number of Hours <i>iv</i></b>	<b>Campus Sutherland Actual hours open <i>v</i></b>	<b>Campus Frost Actual hours open</b>	<b>Campus</b>	<b>Campus</b>
1. Sept.-April: Mon-Thurs		8:00-20:00	7:45-21:00		
Friday		8:00-16:00	7:45-17:00		
Saturday		13:00-17:00	13:00-17:00		
Sunday		13:00-17:00	13:00-17:00		
2. May-June: Mon & Wed		8:00-16:30	7:45-16:30		
Tues & Thurs		8:00-18:00	7:45-16:30		
Friday		8:00-16:00	7:45-16:00		
Saturday		Closed	Closed		
Sunday		Closed	Closed		
3. July-Aug.: Mon & Wed.		8:00-16:30	7:45-16:30		
Tues & Thurs		8:00-18:00	7:45-16:30		
Friday		8:00-16:00	7:45-16:00		
Saturday		Closed	Closed		
Sunday		Closed	Closed		
<b>COLLECTIONS</b>	<b>Totals:</b>				
Book Volumes (total of print & e-books)	62,756	26,735	36,021		
Current Periodical Subscriptions (print) <i>vi</i>	520	390	130		
Current Periodical Subscriptions (electronic) <i>vii</i>					
Number of Databases	22				
Video Titles	3,420	2,301	1,119		
CD-ROM Titles	160		160		
Computer Software Titles					
DVD Titles		Counted with videos	Counted with videos		
Ephemeral Collections (Specify)			Map Library		
Films, sound recordings, slides, kits					
Other significant collection (specify i.e. faculty owned reserves, gov. docs., or other ephemeral collections)		Art Conservation Vertical Files 1,026	Stats Canada (small collection)		
<b>INFORMATION EXCHANGES</b>	<b>Totals:</b>				
Facilitative (Directional)	N/A				
Basic (Under 5 minutes)	N/A				
Complex (5 minutes or longer)	N/A				

<b>NUMBER OF VISITORS <i>viii</i></b>	<b>Totals:</b>	<b>Campus Brealey</b>	<b>Campus Frost</b>	<b>Campus</b>	<b>Campus</b>
Gate Counts		N/A	95,544		
<b>LIBRARY INSTRUCTION</b>	<b>Total Number of Sessions</b>				
Library Orientations (Tours)	34	16	19		
Class Teaching/Instruction	64	42	22		
<b>CIRCULATION</b>	<b>Totals:</b>				
Books	20,424	11,788	8,636		
Periodicals	1,040	740	300		
AV Software	1,362	744	618		
AV Hardware		N/A			
CD/ROMs		N/A			
Computer Software					
Electronic Resources: Number of searches	158,564				
Electronic Resources: Number of articles emailed	N/A				
Electronic Resources: Number of articles printed	N/A				
In House Usage	N/A				
Reserves	5,529	1,171	4,358		
Other (Specify)					
<b>ILLs LOANED <i>ix</i></b>	<b>Totals:</b>				
Books	41	21	20		
Periodical Articles	0	0	0		
Videos	0	0	0		
<b>ILLs BORROWED</b>	<b>Totals:</b>				
Books	116	65	51		
Periodical Articles	68	18	50		
Videos	37	35	2		
<b>AUTOMATED SYSTEMS</b>					
<b>System Vendor</b>	SIRSI				
<b>Media Booking Vendor</b>	SIRSI				
<b>Wireless Access (Y/N)</b>	No				

SPACE	Totals:	Campus Brealey	Campus Frost	Campus	Campus
<b>Net Assignable Square Metres (NASM) *</b>	1,754.9 sq m	866 sq m	888.9 sq m		
Number of Seminar Rooms	3	0	3		
Number of Seats Per Room	12	0	12		
Number of Quiet Study Rooms	2	1	1		
Number of Seats Per Room	29	17	12		
Number of Library Instruction Rooms	0	0	0		
Number of Seats Per Room	0	0	0		
Number of Group Work Tables	37	17	20		
Number of Seats Per Table	8	Approx 6	2		
Number of Study Carrels	42	12+17 in quiet study room	13		
Number of Computer Stations	33	20	13		
Number of Bookable A/V Workrooms	0	0			
Number of AV Preview Stations	14	4	10		
Total Number of Seats	299	151	148		
<b>BUDGET/ EXPENDITURES</b>	<b>Totals:</b>				
Acquisitions					
Books	\$46,300	\$29,000 *	\$17,300 *		
Periodicals	\$54,500	\$37,000	\$17,500		
A/V Software	\$4,000	\$3,000	\$1,000		
Electronic Resources	\$47,600	\$33,200	\$14,400		
Staff Budget	\$690,932	\$423,405	\$267,527		
Total Library Operating Budget	\$843,332	\$525,605	\$317,727		
% of Library Budget as a Total of the College Operating Budget	1.5 %				

\*Note: There was additional money for new programs not included in these figures. There was \$3,500 – Frost Campus and \$30,000 – Brealey Campus.

<b>INFORMATION LITERACY</b>	
75. Library presentations are developed in collaboration with course instructor and are tailored to course objectives. (Answer in red) <b>Y</b> N Don't Know	
76. Librarians and faculty have developed information literacy instruction that is taught as an integral part of one or more courses. (Answer in red) <b>Y</b> N Don't Know	
77. Information literacy is integrated throughout the curriculum of one or more programs. (Answer in red) <b>Y</b> N Don't Know	
78. Assessing information literacy is part of campus or departmental assessment of student learning. (Answer in red) <b>Y</b> N Don't Know	
79. Our institution has gathered evidence that students are information literate when they graduate. (Answer in red) Y N <b>Don't Know</b>	

\*Note: Questions have been used with permission from the Association of Research Libraries.

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## Footnotes

- i.* It is preferable to give data individually for each campus (Using extra sheets where necessary) so that the most accurate picture is presented and useful comparisons may be drawn, as well as totals.
- ii.* This should be the figure submitted by your college in May-June in Table A-2 of the Ontario College Statistics report that includes funded and non-funded registrations.
- iii.* Give data in Full-time equivalents: full-time is 1820 hours/year. Categories as defined by the Canadian Association of College and University Libraries.
- iv.* Provide the total number of hours per week library is open.
- v.* Provide the actual hours of operation based on the 24:00 clock system.
- vi.* Record the total number of subscriptions (print) not individual journal titles.
- vii.* Record the total number of subscriptions (electronic) not individual journal titles.
- viii.* If no gate counter is used at your college, choose one week to count patrons entering the library and prorate the number.
- ix.* ILL (Inter-library loan) means those items loaned/borrowed outside your own college.
- x.* This is a figure reported to the Ministry of Colleges and Universities. It does not include washrooms, halls, etc.
- xi.* Financial figures are for the fiscal year. (April 1 – March 31).