

**CHAPTER 6: Educational Program  
ADMINISTRATIVE PROCEDURE NO. 6.87.1 (AP 4040)**

**ADMINISTRATIVE PROCEDURE  
San Mateo County Community College District**

**Subject** 6.87.1 Library and Other Instructional Support Services  
**Adoption Date:** 9/13  
**References:** Education Code Section 78100; Accreditation Standard II.C

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1. The District supports the quality of its instructional programs by providing library and other learning support services that are sufficient in quantity, currency, depth and variety to facilitate educational offerings.
  - a. The District relies on the advice of faculty, including librarians and other learning support services professionals, in selecting and maintaining educational equipment and materials to support student learning and enhance the achievement of the mission of the institution.
  - b. The libraries provide ongoing instruction for users of library and other learning support services so that students are able to develop skills in information competency.
  - c. The libraries provide adequate access for students and staff. Libraries are open during the school year as follows:
    - i. Cañada College:

Monday-Thursday	8:00 a.m.-9:00 p.m.
Friday	8:00 a.m.-3:00 p.m.
Saturday	10:00 a.m.-2:00 p.m.
    - ii. College of San Mateo:

Monday-Thursday	7:45 a.m.-7:00 p.m.
Friday	7:45 a.m.-3:00 p.m.
Saturday	11:00 a.m.-2:00 p.m.
    - iii. Skyline College

Monday-Thursday	8:00 a.m.-9:00 p.m.
Friday	8:00 a.m.-2:00 p.m.
Saturday	10:00 a.m.-2:00 p.m.
  - d. The District provides effective maintenance and security for its library and other learning support services.
  - e. The District has a partnership with the Peninsula Library System (PLS) that expands the range of materials available for faculty and staff. There is a formal agreement with PLS that is evaluated periodically.
2. The Colleges shall evaluate library and other learning support services to assure their adequacy in meeting identified student needs. Evaluation of these services provides evidence that they contribute to the achievement of student learning outcomes. Results of these evaluations are used as the basis for improvement.