

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

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

Subject AP 6.87.1 Library and Learning Support Services
Adoption Date: 9/13
References: Education Code Section 78100; ACCJC Accreditation Standard II.B

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 is a member of the Peninsula Library System (PLS) Joint Powers Authority that expands the range of materials available for faculty and staff, including access to more than three million books/publications throughout the County. The District also has a contract with PLS to host their information technology equipment, which is periodically reviewed by the Board.
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.