

**Central Christian College of Kansas**

**Briner Library  
Triennial Report  
(2014-2017)**

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## CRITERION ONE: MISSION

1A Briner Library's mission is broadly understood within the institution and guides its operations. The staff of the library know the mission and it influences their work.

1A1 The existence and function of the library is consistent with its stated mission.

The mission of Briner Library at Central Christian College is to:

***Provide information services, resources, and an environment that furthers the mission of Central Christian College to promote a "Christ centered education for character." Every effort made through all of the library services is to uphold the college's mission.***

### THE LIBRARY'S INTEGRATION WITH THE COLLEGE'S FIT FOUR MODEL

The college's commitment to the students of Central Christian College with the Fit Four model is described in the Library Policy and Procedures Manual. Each fit model is followed by the library's commitment to engage and embrace the college's Fit Four model and to include it in the library's daily operations, practices, beliefs and work ethic [APPENDIX A – Fit Four Model].

1A2 The library's planning and budgeting priorities align with and support the mission.

The budget for operating the library is based on the Fit Four Model. Each activity planned and every expense must align with one of the Fit Four themes. The proposed budget for 2016-17 is an example of the decisions made by the library director and approved by the Provost/Vice-President of Academics [APPENDIX B – Proposed Budget].

1B1 The library clearly articulates its mission through one or more public documents, such as statements of purpose, vision, values, goals, plans, or institutional priorities.

Currently, the mission statement is in the Library Policy and Procedures Manual. The manual is updated annually and given to the members of the Library Committee. The manual has only been recently added to the G: drive under the Groups/Shared library folder, which any CCC staff can access. The library director plans to add the mission statement to the [Library webpage](#) and to post it in several places within the physical space of the library, like the study rooms and the front circulation desk [APPENDIX C – Library Policy and Procedures Manual].

The Briner Library Student Employee Handbook states the Briner Library Mission Statement in the first paragraph. Each year the handbook is discussed at the first staff meeting. The library director gives the student workers a copy of the handbook and asks them to sign a Briner Library Employment Agreement [APPENDIX D] that states they have read and understand the handbook and agree to follow the policies outlined in the handbook [APPENDIX D – Student Employee Handbook and APPENDIX E – Student Employment Agreement].

**1C2 The processes and activities of the library reflect attention to human diversity as appropriate within its mission and for the constituencies it serves.**

The library staff have the ability to interact on a one-to-one basis with a diverse clientele, implementing instructional programs that promote library usage with a respectful treatment of each student, faculty and staff member. As stated in the Fit Four model of the Library Policy and Procedure Manual, the library provides a ‘welcoming presence to all students, faculty, staff and community members, along with college guests’. This service is unbiased toward anyone regardless of race, gender, religious affiliation, disability, etc. [APPENDIX A – Fit Four Model].

The library provides resources to a diverse student body and staff. The library provides electronic resources for the online students, Dual Credit students, and faculty for these programs. The on-campus students and CCC staff have access to the same electronic resources, plus the physical collection of 365,783 books with an average publication date 1966 and a media publication date of 1986 (December 2016 statistics).

The current foreign language collections include 120 books in Japanese and approximately 40 Spanish books in the Rotating Book collection. The library also purchased a Spanish and Chinese edition of the Bible for use in the philosophy and worldview classes required to complete for general education courses.

Library purchases continue to enhance the collection with authors and topics of many nationalities. Displays are made for Martin Luther King Day, Asian American/Pacific Islander Heritage Month, Black History Month, Hispanic Heritage Month, and Women’s History Month.

**1D3 The library engages with appropriate college needs and responds to their needs as its mission and capacity allow.**

In working with library patrons (on-campus, dual credit, online and degree completion), the services of the library include teaching students and staff how to use the library and its resources, and increasing their knowledge of information literacy. This is done through various types of interactions including:

- Library catalog and online database orientation.
- Reference services- interlibrary loan services.
- Library orientation through freshman English classes- general library services.
- Individual research and bibliographic instruction- individual topics.
- Group or class research and bibliographic instruction by request of the professor- assignment oriented.
- Instructional postings through the online degree completion courses

The library's priority in the purchase of materials directly support the educational needs of students and the curriculum in each department of CCC. The Library Director is very conscientious of spending within the budget for Briner Library. There have been some expenditures that went over-budget in some areas, but never with the total budget. The budget has shifted toward providing funds for databases over print and audio/visual material. The book budget started at \$4,500 four years ago and is currently \$2,000. In 2015-16, the budget was frozen for the first semester because the college's finances were very tight. The library director managed the library with minimal purchases that year.

The database budget started at \$17,500 in 2013 and progressively improved to \$20,000. The 2016-17 academic year budget for databases includes \$10,000 that was a temporary fund for purchasing a scanner and database for the archives. The library director discontinued Lexus Nexus, a newspaper database, from lack of use at the end of the 2015-16 academic year. Two ministry/theological databases were also discontinued because of lack of use at the end of 2015-16. A request was made to purchase a more robust ministry/theology database (ATLA-American Theological Library Association) for the 2016-17 academic year. The request was denied by the administration. The library director requested and was granted approval to add the ATLA database during the 2017-18 academic year [APPENDIX F – Database Usage].

At the end of 2016-17 the transition from having one restricted account (separate from other regular library accounts) that accumulated from year to year to a temporary special-project restricted fund process will direct future decisions of spending by the library director. Incoming funds from books sales on Amazon and the SCKLS (South Central Kansas Library System) Grant will be allocated where needed each year to manage the library instead of accumulating in a restricted account.

Salaries for the adult-staff has increased with the archives half-time staff being paid under the library budget beginning with the 2016-17 academic year. Previously the library salary budget only included the Library Director (full-time) and the Associate Director (half-time). There is continued need for additional adult staff. It would be ideal to have two full-time staff in the library and at least one full-time staff in the archives [APPENDIX G – 5 Year Budget Report].

## CRITERION TWO: INTEGRITY: ETHICAL AND RESPONSIBLE CONDUCT

- 2A The library operates with integrity following established policies and process for fair and ethical behavior on the part of its staff and operations.

The Library Policy and Procedures Manual guides the fair and ethical behavior expected of the staff and operations of the library by stating Briner Library's Fit Heart Responsibilities and the Confidentiality of Library Records and Copyright Policies [APPENDIX C – Library Policy and Procedures Manual, pgs. 1 & 4].

A new policy was created by the Library Committee to address class or athletic groups using the library instituted at the beginning of the 2016-17 academic year and added to the Library Policy and Procedures Manual. There had been issues of groups coming in unannounced, expectations of library staff being responsible for signing in/out sheets, and library staff being responsible for crowd control. The Vice-President of Academics authorized this new policy. The policy was communicated to the Athletic Director and coaches [APPENDIX H – Athletic Group Policy].

The Briner Library Student Employee Handbook addresses the behavior expected of the student workers under the heading 'Attitudes' [APPENDIX D – Student Employee Handbooks, pg. 2].

- 2B The library presents itself clearly and completely to the public with regard to its programs, services, policies, costs, control, and relationships.

The library mission statement, contact information, hours open, and other supplemental resources are available to the public on the [Library webpage](#).

- 2D1 The library is committed to freedom of expression and the pursuit of truth in teaching and learning.

The library abides by the standards and mission of Central Christian College and utilizes the Library Bill of Rights set by the American Library Association as a guideline for freedom of expression and the pursuit of truth in providing library services as stated in the Library Policy and Procedures Manual [APPENDIX I Library Bill of Rights].

The Library Policy and Procedures Manual also includes a policy regarding censorship and banning books. Any patron has the right to challenge materials held in the library and the process is explained in detail [APPENDIX J - Censorship and Challenged Materials].

2E1 The department's policies and procedures call for responsible acquisition, discovery and application of knowledge by its faculty, students, and staff. It provides effective oversight and support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff, and students. Students are offered guidance in the ethical use of information resources.

The acquisition policies are detailed in the Library Policy and Procedures Manual on pages 8-11 [APPENDIX K - Acquisition Policies].

The [Library webpage](#) has links to information to ensure the integrity of research and scholarly practice conducted by faculty, staff, and students of Central Christian College.

The links include:

- [Writing Support Center](#)
- [Conducting Research - OWL Purdue](#)
- [Spotting FAKE News](#)
- [Is this information good or CRAAP](#)
- [Plagiarism](#)

2E2: The department has and enforces policies on academic honesty and integrity.

Copyright statements are posted on the copy machine in the library and all items placed on the reserve shelf. Library staff explain copyright and plagiarism to individuals if there are questionable practices done in the library or with library resources.

The [Library webpage](#) has a link for understanding [Plagiarism](#).

### CRITERION THREE: TEACHING AND LEARNING: QUALITY, RESOURCES, AND SUPPORT

3C1: Briner Library has sufficient numbers and continuity of staff to provide appropriate services.

The library staff consists of two full time employees. The Library Director has worked in the library over 15 years and has been the director for the last five years. The other full-time employee is the Associate Librarian/Archives Director. The Associate Librarian/Archives Director works approximately half-time completing archive tasks and half-time with library services.

There are eight student workers, who work approximately seven hours per week. The library is open Monday through Thursday from 8 AM to 11 PM; Friday from 8 AM to 5 PM; Saturday 2-4 PM; and Sunday 2-4 PM and 6-11 PM for a total of 78 hours per week. The student workers are responsible to run the library during the evening and weekend

shifts. The library director has let them work alone, but has a concern about having a single student close the library late at night. The director plans to change the student workers' shifts to have two students during the closing shift. This will decrease student worker times during the day and leave the two adult employees less time to focus on their specific jobs, but it is adequate at this point.

**3C2:** Staff members providing student support services, such as tutoring, financial aid advising, academic advising, and co-curricular activities, are appropriately qualified, trained, and supported in their professional development.

Both full-time employees have Master of Library Science degrees and both continue to attend library conferences/workshops and are members of several library list-servs to keep abreast of what is new in the library field.

The library director has faculty status so she attends all faculty professional developments held on campus. The library director also advises 10-30 advisees each year. The library director held the position of registrar for three years at Central Christian College and continues to learn what the advisees need to complete their degrees at faculty workshops.

**3D4:** Briner Library has the infrastructure and resources necessary to support its purpose.

Briner Library provides a welcoming atmosphere with comfortable upholstered furniture in different areas throughout the library. There are additional tables and chairs to seat 54 patrons. The seating has been arranged to have access to electrical outlets for laptops and chargers.

There are three small study rooms with tables and chairs for up to four students in each room. These are used for quiet studying or small-group studying.

The library provides eight computers for patron use and printing. The computers are in high-demand, but students are directed to the computer lab if there are no available computers in the library.

The library budget supports the curriculum needs of the faculty and students with the purchase of databases and print sources that cover all disciplines.

**3E1:** Co-curricular programs, offered through the library, are suited to the institution's mission and contribute to the educational experience of its students.

Briner Library offers library orientations to all academic departments by request of the professors. Some are presented in the classrooms, and some classes come to the library. The number of presentations vary each year. During the 2017-18 academic year twelve library orientations were requested. During the Spring of 2018, one English professor brought his students during several class periods to learn to use the Gale-Opposing Viewpoints database and what print sources the library had to support their position papers. One ministry/theology professor brings his classes to the library to identify the reference materials that are required for his assignments.

The library is very willing to share its space for athletic study halls, too. The coaches use the library often. During the spring semester of 2018 the softball team used the library every Monday and Wednesday from 6:30-8:30 pm. The men's basketball team, women's soccer team, and men's lacrosse team use the library regularly for study hall time throughout the year.

**3E2:** Any claims made by programs sponsored by Briner Library are demonstrated (evidenced), such as, community engagement, service learning, religious or spiritual purpose, and development.

Briner Library celebrates National Library Week every year in April with games and prizes for both students and staff of Central Christian College. Participation is high and this results in an expanded use of the library with new patrons who haven't used the library earlier in the year [APPENDIX L - National Library Week].

Briner Library's responsibility to meet the Fit Soul section of the Fit Four model of the college, the spiritual and environmental aspect, is:

- Provide a large Biblical, religious selection for study (6737 books and religious database) [APPENDIX M - Ministry Books].
- Library staff strive to serve all patrons with a Christ-like attitude and spirit [APPENDIX N – Service to All].
- Library staff work to maximize the library's budget, along with the time and ability to best serve the college and library community [see 1D3].
- Library staff uphold legal and spiritual issues regarding copyright and plagiarism [see 2D1 and 2E2].

#### Criterion Four: Teaching and Learning: Evaluation and Improvement

**4C:** Briner Library demonstrates a commitment to improvement through ongoing attention to retention, persistence, and completion rates in its degree and certificate programs.



The library director has the additional duties of advising 20-30 students with their academic schedules. The library director was previously the registrar for three years. She advises a variety of students. In the past, she advised the international students from Japan and the students with an undeclared major. Last year she was only responsible for the incoming students who declared an Exercise Science degree. These students will be transferred to the Sport Science department chair after enrolling for two years, where they will receive more detailed advising to complete their degrees. Currently, the library director is continuing to advise the returning Exercise Science students and the students who have not declared a major yet. The library director also advises students who are not her advisees, but come in to the library and ask questions.

As an advisor, the library director communicates with her advisees before they get to campus, during the semesters on campus, and during the summers. During the academic year the library director is available anytime between 8 AM and 5 PM. One of the responsibilities is to communicate with each student who receives an academic alert from one of their classes. The library director recommends that the student talk to their professor and use the Success Center for additional help on assignments.

#### Criterion Five: Resources, Planning and Institutional Effectiveness

The library's resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. Briner Library's plans for the future.

5A1 Briner Library has the fiscal and human resources and physical and technological infrastructure sufficient to support its operations wherever and however programs are delivered.

As stated in 13D, there is continued need for additional adult staff. It would be ideal to have two full-time staff in the library and at least one full-time staff in the archives. This would allow an adult to work in the library during the evening shifts. The additional staff in the archives is needed to digitalize the archive collection and to fulfill all requests from the other departments of the college and the alumni.

There is a need to hire additional library staff to focus on the technology aspect of library services. This person would have the time to update our webpage, create tutorials and lib-guides for each academic department, and create better library orientations for classroom use.

If the budget greatly increased, a database for each academic department would be purchased and publicized in each department. Currently, there are databases for general use provided by the Kansas State Library and approximately \$200 from Briner

Library. The library purchases a religion/philosophy database and an opposing viewpoints database used by all students. For specific departments Briner Library purchases a sport science, a music, and a psychology database. This is adequate, but databases focused on science, education, and English would be great enhancements for the college.

5A4 Library staff are appropriately qualified and trained.

See 3C2.

5A5 Briner Library has a well-developed process in place for budgeting and for monitoring expense.

The library director keeps track of expenses in Excel spreadsheets. She asks the business office for an itemized general ledger report monthly and makes sure her spreadsheets match what the business office reports. All receipts for income and expense are kept in an easily accessible notebook each year. At the close of the fiscal year, the library director examines the full year of expenses and income one final time and files all paperwork. Records are kept for 10 years [APPENDIX O – Budget Sample].

5B1 The governance and administrative structure of Briner Library promotes effective leadership and supports collaborative processes that enable the institution to fulfill its mission. Administration, faculty, staff, and students are involved in setting policy and processes through effective structures for contribution and collaborative effort.

The library director is chair of the Library Committee. The committee consists of one faculty member, one staff member from the School of Professional Education, the International Student Coordinator, the Student Government Association president, a library student worker, and the associate director of the library.

The Library Committee meets annually and is responsible for viewing and editing the Library Policy and Procedures Manual. The library committee is notified of enhancements/changes in the library and issues that occur in the library procedures. The committee can make additional policies for the library or suggestions for improvements needed in the library. The director then researches those possibilities and reports back to the committee on action taken. Agendas and minutes of the meeting are recorded [Appendix P - Library Committee Agenda and Minutes].

5C1 Briner Library allocates its resources in alignment with its purpose and priorities.

See 1A2.

**5C2 Briner Library links its processes for assessment purpose, evaluation of operations, planning, and budgeting.**

Statistics of library use are collected monthly. These include circulation of print books/periodicals and database use. These statistics are combined for a yearly tally of use and added to the Five Year Circulation Report. With the overall report, evaluation is made by the library director of what is appropriate funding. If a database is not used often, it is eliminated with the funds being diverted to a new database or other resources [APPENDIX Q – Five Year Circulation Report].

The Five Year Budget Report gives the library director guidance on where she needs to decrease or increase funds [APPENDIX G – Five Year Budget Report].

**5C3 The planning process used by the library respects the institution as a whole and considers the perspectives of internal and external constituent groups.**

The library director makes unbiased decisions to include all academic departments of the institutions. Most purchases are made by recommendations of the professors. Decisions are made to support curriculum for online students, as well as on-campus students.

The library director and associate director are members of several library list-servs and attend library workshops and conferences to be aware of others' perspectives regarding library processes and planning for the future. They are both members of the Library Committee, where other constituents of the campus can voice their opinions and suggestion for what is best for the library.

A user-satisfaction survey is given every other year to the patrons who walk into the library during one week in the spring. Surveys were completed in 2016 and 2018. Most users are 'very satisfied' or 'satisfied with the library services. There were several comments regarding the noise level in the library. The library staff was notified and enforcement of a 'quiet space' was reinforced. Survey results are included [Appendix R – Library Surveys].

**5C4 Briner Library plans on the basis of a sound understanding of its current capacity. Institutional plans anticipate the possible impact of fluctuations in the institution's sources of revenue, such as enrollment, the economy, and state support.**

The library director fully understands the fluctuations of finances for the college and that the budget is based primarily on student enrollment. The President's Cabinet adjusts the budget every year according to what was spent the year before. The library director is notified of the decisions made and works within the budget that is assigned.

Briner Library receives incoming funds from two sources and the money is allocated where needed. These funds are not guaranteed each year, but support the college with supplemental library finances.

- Amazon.seller - Fourteen books were sold for a total deposit of \$698.25 for the period of 06/01/2017-05/14/2018. These books were weeded from the shelves or donated, but not added to the library collection.
- SCKLS (South Central Kansas Library System) Grants-in-Aid program <https://sckls.info/DocumentCenter/View/1850> – Provides state funds for participating in interlibrary loan services with other Kansas libraries. Over \$4,000 per year has been awarded to Briner Library each year to be used at the discretion of the library director for library purposes only.

#### 5C5 Planning anticipates emerging factors, such as technology, demographic shifts, and globalization.

The library director participates in several library list-servs and conferences to keep abreast of emerging technology and library services. There is an understanding that electronic sources are becoming more prevalent and are used by online and on-campus students with 24 hours a day access.

Approximately, \$27,000 of the library budget is used to provide databases, compared to \$1,500 books. Current students are very comfortable with electronic devices, but when some students were asked directly, they stated they prefer printed materials, too. The databases are used frequently, but students print off articles to use in their research. The library director provides resources in both formats.

The library director is aware of demographic shifts. Generation X students are very complicated and sociable. The library is used as a meeting place for some students. Comfortable furniture was purchased and appropriate space is available. For those who want a quieter space, study rooms are provided.

As stated in 1C2, the library director provides for an assortment of needs from a diverse population. Multicultural resources are purchased. Multi-cultural displays are created. Some of the databases provide journal articles in other languages than English. The building is handicap accessible. An audio version of the entire Bible is available for those who prefer listening to reading text.

The library serves international students with the same integrity as all other students. Last year ten countries were represented by international students. This number is expected to grow with additional enrollment of international students. Library video tutorials have been created and are available on the library webpage [<http://library.centralchristian.edu/>]. The tutorials give instructions on how to login to the library catalog and how to use the databases. Like the databases, the tutorials are available 24 hours a day and from any location.

If the budget allowed and if the library staff had the time, the library director would like to create library guides for each academic department (sample at <http://library.friends.edu/LibraryGuidesHome.html>).

#### 5D1 Briner Library develops and documents evidence of performance in its operations.

A user-satisfaction survey is given every other year to the patrons who walk into the library during one week in the spring semester. Surveys were completed in 2016 and 2018. Both surveys reflect that the patrons are satisfied with the library services and staff. Most comments were very positive with comments like “The library is the best place on campus!” and “Everyone is very friendly and helpful.” There were several comments regarding the noise level in the library. The library staff was notified and enforcement of a ‘quiet space’ was reinforced [APPENDIX R Library Surveys].

2016 survey:

- 185 surveys completed.
- Approximately an equal number of Freshmen thru Junior students completed the survey. Less seniors completed the surveys, but the senior class is always smaller than the other three classes.
- The primary use for the library was for the copier and the wi-fi 1-2 times per week.
- The majority of the students stay in the library 30 minutes to an hour.
- Most were ‘satisfied’ or ‘very satisfied’ with the library services; four remained neutral, and one was ‘very dissatisfied’.

2018 survey results:

- 130 surveys completed.
- 48.8% of the surveys were completed by Freshmen students; 19.4% were Sophomores; 18.6% were Juniors; and only 10.9% were Senior students.
- The primary use for the library was to print assignments, use the computers, meet with a study group, and use the study rooms 1-2 times per week.

- The survey was condensed from 3 pages in 2016 to 1 page in 2018. The question of how long the patron stays in the library was eliminated.
- No question of 'satisfied' or 'dissatisfied' was included.
- Students use the library's website to look up books was almost evenly divided with 53.5% stating 'yes' and 43.4% stating 'no'.
- The question of whether the patrons use the library's online databases was strongly stated as 'yes' with 69% confirming the use use of the databases.

Circulation of library materials is also evidence of the performance in the library's operations. Statistics are collected each month of library materials usage and database usage. This is evaluated at the end of each year to make decisions for renewal of databases and what specific area of the books are used often for purchasing decisions [APPENDIX S - Monthly Circulation Report].

**5D2 The library learns from its operational experience and applies that learning to improve its institutional effectiveness, capabilities, and sustainability, overall and in its component parts.**

The library director has learned to operate on decreasing budgets each year, but to improve institutional effectiveness more adult staff is needed. The hiring of a person with technological skills would be able to spend the time to focus on the library webpage; creating tutorials for library instruction, plagiarism and copyright information, library guides for each discipline; and library orientations in the classrooms.

Additional staff could provide adult supervision in the evenings. Some of the comments made in the library surveys mention that enforcement of a quiet space is needed in the evenings. More and more athletic study halls are held in the library. They provide their own supervisor, but the additional students require more assistance from the library staff. Currently, one student worker is responsible for the entire library during their work shift.

The archive director is only half-time. The requests for information from other departments and alumni have increased yearly and keep the archive director busy. There are two volunteers who come in regularly to help file documents and save digital documents from other departments. The library student workers are used often to scan student files to create a digital copy. This project has been the priority of the archive director, but is making slow progress, with only about half the student files completed. To digitalize the entire archive collection would require the hiring of more staff [APPENDIX T – Archive Requests].

The library operates well with its limited resources. The library services are adequate and the functions of the library operate smoothly as they are currently. The vitality of

the library has not decreased. Additional revenue would only enhance the services and resources the library offers now.

## Action Items

Action #	Title	Completed
1B1	Posted Mission Statement.	Summer 2018
1B1	Library Policy & Procedures Manual shared publicly.	Summer 2018
1D3	Discontinued Lexus Nexus.	August 2015
1D3	Discontinued Oxford Biblical Archaeological Society and Oxford Biblical Studies databases.	August 2017
1D3	Added ATLA database.	October 2017
2A	Added athletic group policy.	August 2016
2E1	Added links to library webpage for ethical use of information.	Summer 2018
5C3	Library surveys conducted.	Spring 2016 & Spring 2018