ASCC Program Review: Library

Please indicate your status.

	Faculty	Staff	Administrator	Standard Deviation	Responses
All Data	0 (0%)	**9 (90%)**	1 (10%)	4.03	10

● Faculty ● Staff ● Administrator
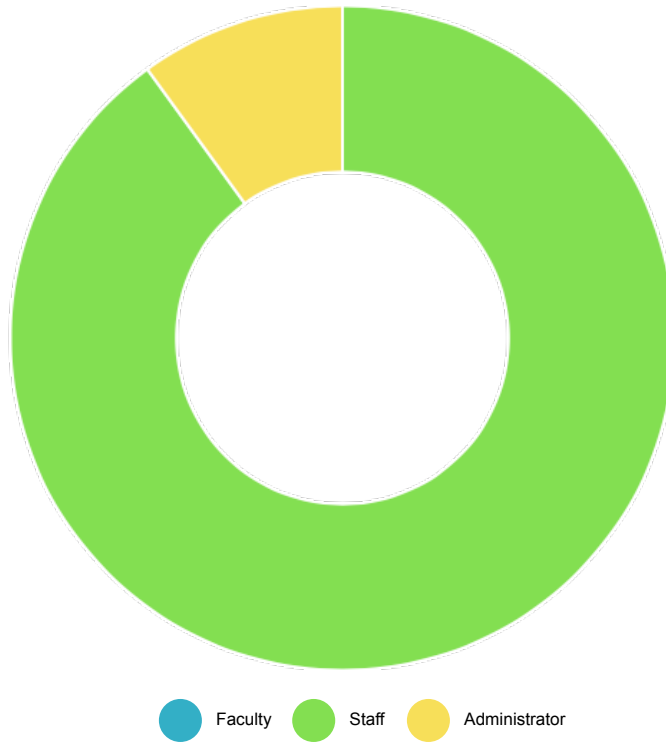
3. List the outcomes for your Dept/Prog/Div: (Lisi mai Matāti'a Ausia (Vaega poo Tikeri) mo lau matagaluega/polokalama/Vaega:)

Text Responses

1. Meeting college-wide academic community informational needs-continuous

2. Sustain library mission readiness work areas

AA-Liberal Arts

AA Degree- ASCC
BA- CURRENT ARGOSY UNIVERSITY

AA-Liberal Arts (received - 2013)
BA-Liberal Arts (active)

I don't know

4. Explain how your mission and outcomes support the institution's mission: (Faamatala le sootaga ma le lagolagoina o la tou manulauti ma matatiʻa ausia o le Manulauti a le Kolisi)

Text Responses

By completing our library mission and outcomes in number 3 above on a daily basis during regular hours of operation helps and support the institutional mission to meet and provide high quality educational services via the Library's Management, Services, Technologies, and Resources to support all student academic degree and certificate programs. Where as a consequence contributes to a more productive local American Samoa economy and society.

Library mission is to served students, faculty, and staff, also the public

O LO'O FA'APENA ONA FESOASOANI I TAMAITI PO'O SE ISI FO'I O LO'O FA'APENA ONA FESILIGIA LENEI Q

My mission

The learning resource centers offers and provides college students with educational resources to assist and aid students with their academic studies, and as a library assistant, my mission and outcomes support the institution's mission by offering my assistance to those in need of it, whether it be finding the right books to read, using the computer for internet usage, research papers and so on and so forth.

1a. Does the prog/dept/div conduct/undergo a periodic evaluation on the effectiveness of instruction and services? (E faatino ni suesuega faavaitau a le matagaluega/polokalama/vaega e iloilo ai le aogā o aoaoga ma tautua?)

	Yes (Ioe)	No (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**4** **(44.44%)**	2 (22.22%)	3 (33.33%)	0.82	9

Yes (Ioe)   No (leai)   don't know (leiloa)
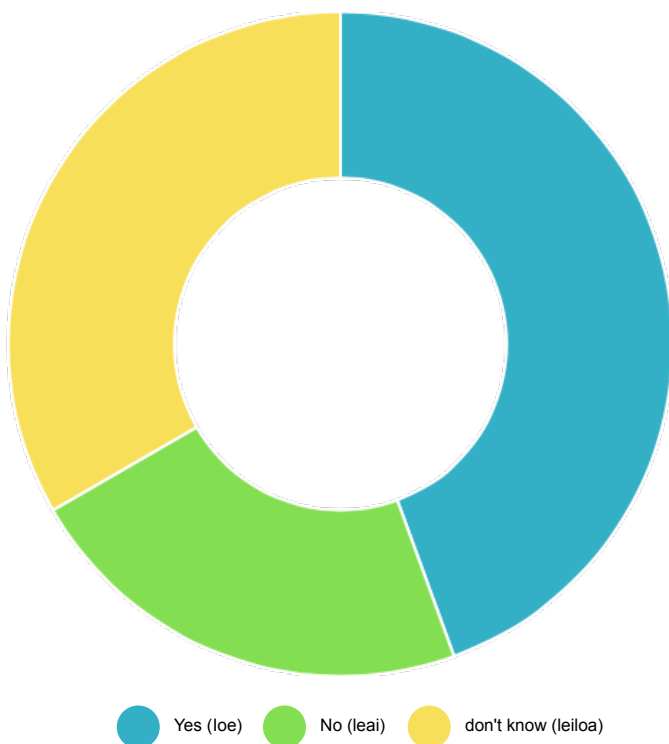
1b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Yes. Annual library surveys for both Faculty and Students; Annual Institutional Program Review Assessment Survey; and Annual Staff Evaluations, where mission readiness in each library work area is reviewed for continued staff and service improvements.

We deal with the library resources, if it deals with instruction, the college areas should provide information about that.

Ou te le iloaina lea mata'upu atonu e faasino lea i le matou pule na te fa'amatala atu.

Instructors/Patrons will comment/suggestion box forms to improve or needs of various things within service or materials needed, etc. to Director.

2. How does your dept/prog/divsupport student learning and achievement? (E faapefea ona lagolago e le tou matagaluega/polokalama/vaega aoaoga ma tulaga ausia a tagata aooga?)

Text Responses

By providing library services and resources to help meet student academic informational needs in successfully completing their degrees and certificates programs requirement.

Library has brochures for their research, sites, books, magazines, journals

O LO'O FA'APENA ONA TUFATUFAINA ATU PEPA(SURVEY) LATOU TE FA'AALI MAI MANATU PO'O NI MEA FO'I E FA'ALELEIA A LENEI MATAGALUEGA.

The Learning Resource Center offers and provides educational information resources. The college level deals with academic papers that will involve research. We can offer students with books that is or can relate to their topic of choice, and also computer usage to search online for information.

When students come into the library for the first time, they have no knowledge of what the library is all about. As workers, we are knowledgeable to provide educational programs and services which students need to do their homework. On the other hand, we help students with their educational needs.

3. Check the following used for evaluating the effectiveness of the dept/prog/div: Please explain how each is used. (Togi ripoti na faaaogā i le iloiloga o le aogā o la outou vaega. Faamolemole faamatala pe faapefea ona faaaoga ia ripoti taitasi.)

	Yes	No	Please explain:	Standard Deviation	Responses	Weighted Average
Annual Reports (Ripoti faaletausaga: Ioe pe Leai, Faamolemole faamatala.)	**5 (71.43%)**	2 (28.57%)	0 (0%)	2.05	7	1.29 / 2
Quarterly Reports (Ripoti faalekuata. Ioe pe Leai, Faamolemole faamatala)	**6 (85.71%)**	1 (14.29%)	0 (0%)	2.62	7	1.14 / 2
Bi-weekly Reports (Ripoti tai lua vaiaso. Ioe pe Leai, Faamolemole faamatala).	**11 (100%)**	0 (0%)	0 (0%)	5.19	11	1 / 2
Student Learning Outcomes (Agavaa Ausia Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)	0 (0%)	**7 (100%)**	0 (0%)	3.3	7	2 / 2
Institutional Strategic Plan (Fuafuaga Faataatia Kolisi. Ioe pe Leai, Faamolemole faamatala)	**4 (57.14%)**	3 (42.86%)	0 (0%)	1.7	7	1.43 / 2
Performance Evaluation (Iloiloga o Galuega Faatino. Ioe pe Leai, Faamolemole faamatala)	**6 (85.71%)**	1 (14.29%)	0 (0%)	2.62	7	1.14 / 2
Program Review (Iloiloga o Polokalama. Ioe pe Leai, Faamolemole faamatala)	3 (42.86%)	**4 (57.14%)**	0 (0%)	1.7	7	1.57 / 2
Course Evaluation (Suesuega o Mataupu. Ioe pe Leai, Faamolemole faamatala)	0 (0%)	**8 (100%)**	0 (0%)	3.77	8	2 / 2
Student Satisfaction Survey (Suesuega Lotomalie Tagata Aooga. Ioe pe Leai, Faamolemole faamatala)	**5 (62.5%)**	3 (37.5%)	0 (0%)	2.05	8	1.38 / 2
Fact Sheets (Pepa o Faamatalaga Moni. Ioe pe Leai, Faamolemole faamatala)	1 (16.67%)	**5 (83.33%)**	0 (0%)	2.16	6	1.83 / 2
Other Evidence (Nisi faamaumauga. Ioe pe Leai, Faamolemole faamatala)	1 (14.29%)	**6 (85.71%)**	0 (0%)	2.62	7	1.86 / 2
						1.49 / 2

1a. Have evaluation processes resulted in recent/continuous improvements? Please explain (Na mafai ona faʻaauau faaleleiga ona o faaiuga mai iloiloga?

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**4** **(50%)**	0 (0%)	4 (50%)	1.89	8

yes (joe)   no (leai)   don't know (leiloa)

1b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Provided library with individual and collective awareness of SWOT for continuous improvements to staff performance and services

OUTE LE'O SILAFIA LELEI LEA TULAGA. AE O LE TALI ATOA O LO'O ILE PULE.

Yes!!! Every end of the semester we inform the students to fill out the surveys for the library. If there's anything that needs to improve before next semester in session.

I am still new here at the library, have not heard or done such process yet.

during our evaluation time with our boss, we would discuss our ups and downs and always inform us of room for improvements and work toward not to repeat mistakes.

2. What outcomes did these improvement help achieve? Please explain: (O a ni matāti'a na mafai e nei faaleleiga ona 'ausia? Faamolemole faamatala)

Text Responses

The library is able to maintain its academic mission readiness status in all library services

The students now can check-out textbooks that wasn't allowed before to used out from the library. Now the director allowed them by asking permission to him. To help out the students with their assignments and research.

I don't know.

That we work towards improving our attitudes amongst ourselves as well and the service we provide for our students. And that we have to achieve the highest quality of work as well as being team players at all times.

More materials, more people enjoy.

3a. Where there any recommendations from the previous Divisional Assessment (2014) that were not completed/acted on in the past year? (Na iai ni fautuga mai le Suesuega a le Vaega e le'i mafai ona faia i le tausaga talu ai?)

	yes (joe)	no (leai)	don't know (le iloa)	Standard Deviation	Responses
All Data	1 (12.5%)	1 (12.5%)	**6** **(75%)**	2.36	8

yes (joe)   no (leai)   don't know (le iloa)
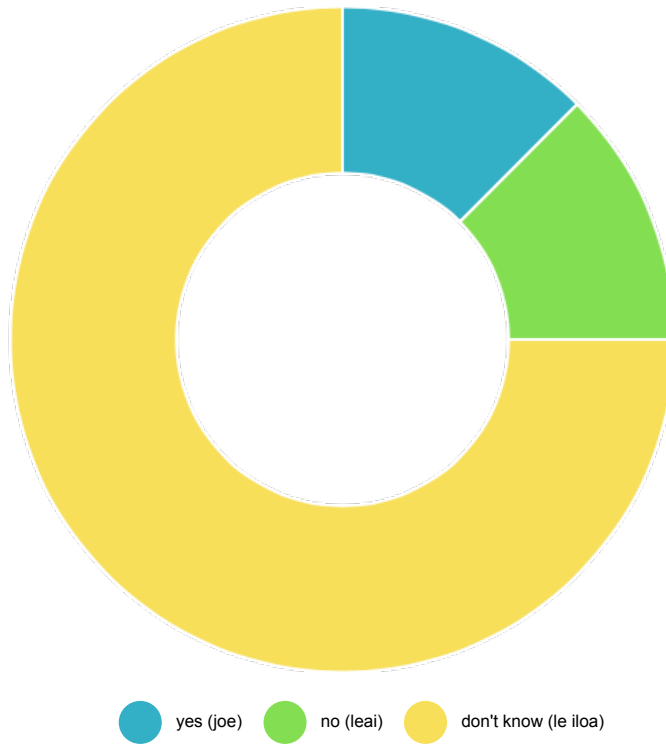
3b.Please explain: (Fa'amolemole fa'amatala)

Text Responses

Library did not complete both Spring 2015 Faculty and Student Surveys. Working on completing new survey instruments and format.

Not that I know of.

I'm not aware of this. sorry

4. List significant achievements made to this Dept/Prog/Div over this past year: (Lisi mai ni matātiʻa na ausia e le polokalama/matagaluega/vaega i le tausaga talu ai?)
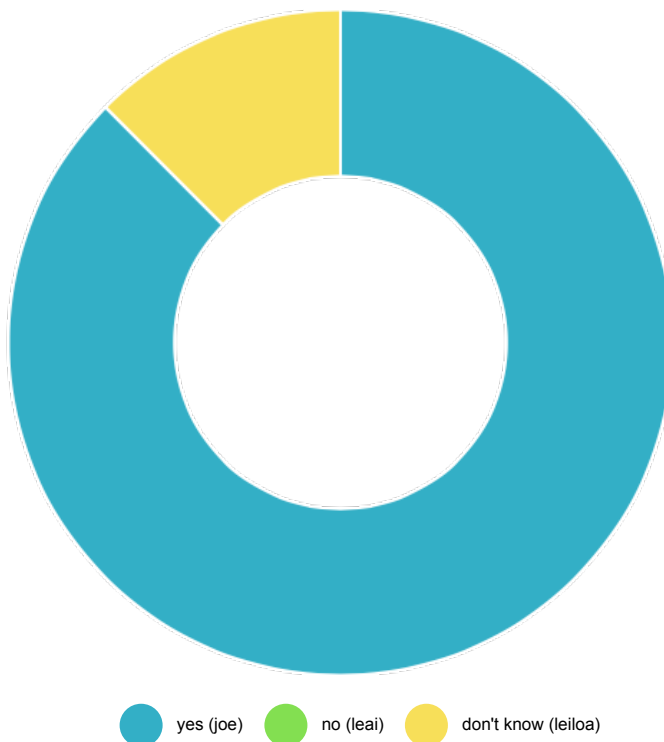
Text Responses

Maintaining continuous library mission readiness status in all work areas and services.

Not that I know of, just started working not to long ago.

More students/patrons frequent LRC/Library area.

1a. Does your dept/prog/div recognize and implement feedback from faculty and staff in decision making for continuous improvement to the institution? (E amanaia ma faaaoga e tou matagaluega/polokalama/vaega manatu tuuina mai e faiaoga ma tagata faigaluega i faaiuga fai mo le faʻaauau o le faaleleia o le Kolisi?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**7** (87.5%)	0 (0%)	1 (12.5%)	3.09	8

yes (joe)   no (leai)   don't know (leiloa)

1b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Via library staff open door policy, daily staff interactions, meetings, and email notices or posting of current activity.

E TELE VASEGA A FAIAOGA FA'APENA ONA FAI TOTONU LENEI FALETUSI. AE LATOU TE TALOSAGAINA FO'I SE ISI MEA E FA'ALELEI ATILI AI LENEI FALETUSI. E FA'AAUAU PEA LA MATOU GALUEGA TU'UFATASI MA NAI TAGATA O LO'O FA'APENA ONA ASIASI MAI I TOTONU LENEI FALETUSI.

Some instructors they reserved the library for research and using computers. they also have suggestion to our staff for improvements in the library. We appreciate and we also implement the advice given by the faculty.

There are minor problems that will always happen on the daily basis, but we analyze it and solve the problem by working together as a team to make sure that the problem will not occur again.

Our boss is instrumental in giving us feedbacks through his meetings with deans and directors and he always email us details, or he will discuss details with us on our staff meetings.

2a. Are Dept/Prog/Div SOPs and decisions regularly communicated to staff/faculty? (E masani ona logo atu i tagata faigaluega/faiaoga faaiuga ma faagasologa (SOP) a le Vaega/Matagaluega/polokalama?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**6** **(75%)**	2 (25%)	0 (0%)	2.49	8

yes (joe)   no (leai)   don't know (leiloa)

2b.Please explain: (Fa'amolemole fa'amatala)

Text Responses

Via library staff open door policy, daily staff interactions, meetings/luncheons, and email notices or posting of current activity.

SO'O SE ISI LAVA E FIA MALAMALAMA I LENEI GALUEGA O LO'O MATOU FAIA I LEA ASO MA LEA ASO, MATOU TE TU'U AAO ATU AI LE FA'ASOLOGA (SOP) INA IA LATOU ILOA AI FO'I LE GALUEGA O LO'O MATOU FAIA NEI

Yes!! We share our SOP's when they asked question about our areas that we have being working for. Instead of telling them the stories, we hand out our SOP for their information.

Whenever our Director has meetings, he will always inform us about the details of the meetings. So in that way, everyone is on the same page.

I will either get an attachment thru email, or our boss will give us or email copies of for us to read and understand.

3a. Are the decisions systematically documented and archived? (E faasolosolo lelei le faamauina ma le teuina o faaiuga?)

|	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**4** **(50%)**	2 (25%)	2 (25%)	0.94	8

yes (joe)   no (leai)   don't know (leiloa)

3b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Yes, in meeting minutes and emails

O LO'O FA'APENA ONA FA'AMAUINA FA'ASOLOGA O FA'AIUGA PEA TALANOAINA.

Can't explain

we each get a copy and our supervisor will keep an original copy for future use.

Statistics bi-weekly done.

1a. Is the Number of personnel adequate to support your Dept/Prog/Div? (O fetaui le fuainumera o tagata faigaluega mo le lagolagoina o lau matagaluega?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	2 (22.22%)	7 (77.78%)	0 (0%)	2.94	9

yes (joe)   no (leai)   don't know (leiloa)
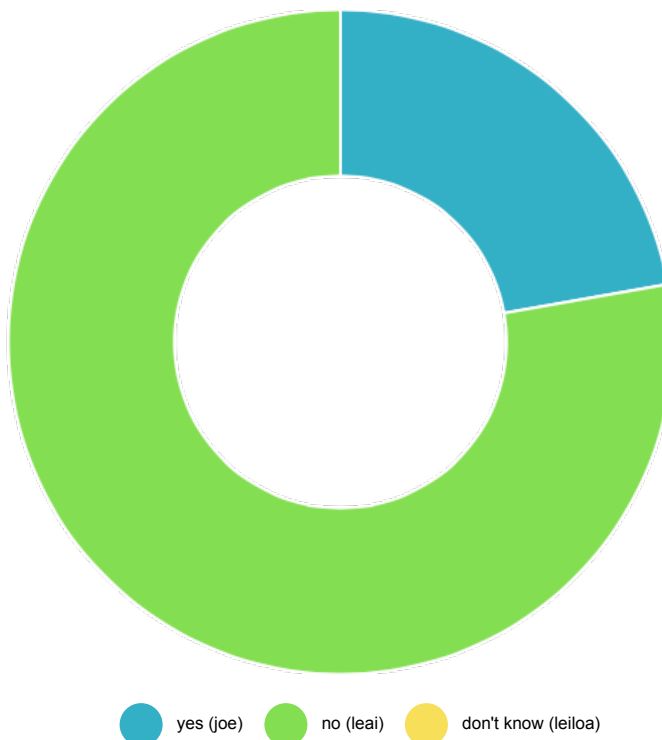
1b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

The library is still short of one staff member to make total ten. Unsuccessful efforts were made in recent past, and current, by current director to reprogram back a lost budgeted library position that went to Physical Facilities Maintenance (PFM) as a result of previous Library Organizational Chart status and former Director's action.

O LO'O ATOA MA LELEI MEA UMA.

We need one more member than we're okay.

We have a total of 9 employees here at the Learning Resource Center. One is the Director, and two are at the Circulation desk, one at the reference desk, one in the Pacific Collection room, one in the General Collection area, and one in the Teachers Education Room. We have enough personnel to maintain and assist those in need of assistance.

We are still in need of 1 or 2 more workers to accommodate absenteeism. Sometimes 2 or 3 people are out sick at the same time, and that creates stress with workers trying to cover areas without workers. It can really become stressful.

2a. Do personnel possess all specialized skills or credentials required to support the Dept/Prog/Div? (Ua iai i tagata faigaluega agavaa poo tomai tau aoga o loo manaomia i le lagolagoina o le polokalama? Ioe pe Leai pe Ou te le iloa.)

|	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	8 (88.89%)	1 (11.11%)	0 (0%)	3.56	9

yes (joe)　　　no (leai)　　　don't know (leiloa)
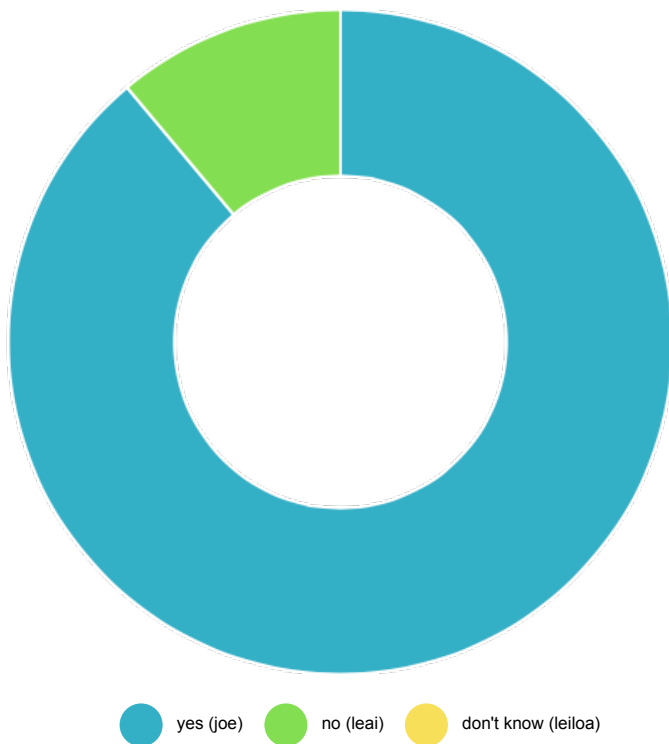
2b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

All current personnel skills are adequate to successfully complete library mission.

TO'ATELE O TAGATA FAIGALUEGA A LENEI FALETUSI O LO'O IA'I LATOU LE TOMAI E ALA LEA I TIKERI MAUALUGA E LAGOLAGOINA AI LENEI MATAGALUEGA.

Yes! Majority our staff have higher achievements who can manipulate the job or any working area.

Every personnel has his and her own area to maintain. And they are well skilled and trained to get the job done.

With the exception of one worker whom is the longest personnel in this office and without a degree, we all have at least an AA, BA and Masters working in this Library. That I believe is making our area fully possed with skills to do our job well on a daily basis.

3a. Are all proper documentation (degrees, certificates, etc.,) on file and continuously updated? (O atoatoa faamaumauga (tikeri, tipiloma…) i faila ma faaauau faaopoopoga?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**7** **(77.78%)**	1 (11.11%)	1 (11.11%)	2.83	9
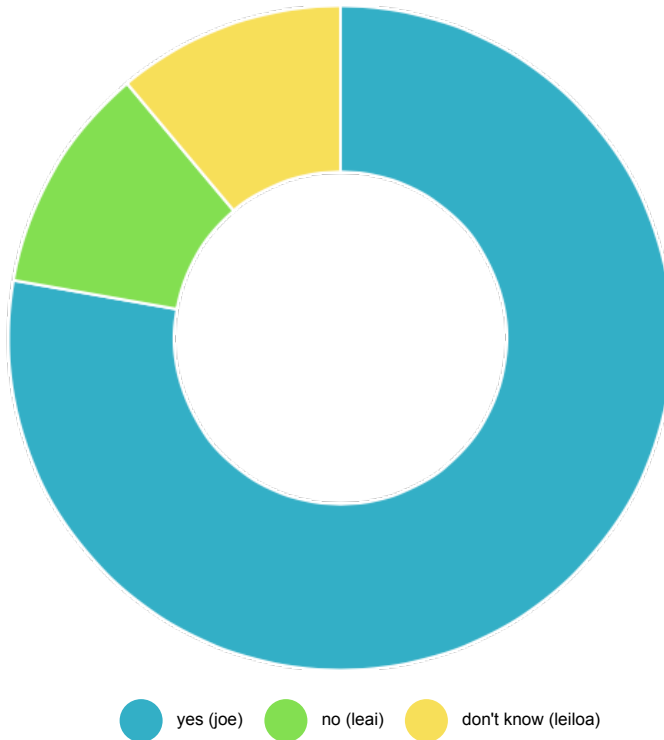
3b. please explain: (Fa'amolemole fa'amatala)

Text Responses

Proper documentation is filed per requirement with the ASCC Human Resource Office (HRO)

O LO'O FA'APENA ONA ATOATOA MEA UMA.

Yes!! But still waiting for the HRO to updated our 303 form based on our degrees.

For degrees, certificates, we make extra copies, and we document them, and post up the original for the public to see.

Before we were hire, we were all required to produce a copy of our degrees to our manager to be put on our personal files and updating them, that is our supervisor's job.

4a. Are all personnel in this Dept/Prog/Div careful in protecting the security, confidentiality and integrity of student information according to FERPA? (O faaeteete tagata faigaluega i lenei vaega i le malu puipuia o faamatalaga uma e tusa ma tulafono a le Kolisi, Faigamalo faalotoifale, feterale?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**6** **(85.71%)**	1 (14.29%)	0 (0%)	2.62	7

yes (joe)   no (leai)   don't know (leiloa)

4b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

As a matter of practical FERPA, ASCC Library, and American Library Association (ALA) policies regarding confidentiality of student information records.

O LO'O FA'APENA LAVA ONA FAI E LENEI FALETUSI LE FA'AETEETE I FA'AMATALAGA E TUSA MA TULAFONO A LE KOLISI, FAIGAMALO FAALOTOIFALE, AEMAISE AI LE FETERALE.

Yes! We all know what to do whoever enter the library.

With Dealing with library cards, that keeps everyone's personnel information in it, and we make sure that no one else will try to use anyone elses information as their own.

We are constantly being informed of the importance of security and confidential information in regards to our students as well as the college as a whole.

5. Does your dept/prog/div effectively use its personnel to achieve its mission? (O faaaoga tatau e lau matagaluega/polokalama/vaega au tagata faigaluega ina ia 'ausia ai lana manulautī?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	9 (100%)	0 (0%)	0 (0%)	4.24	9

5b. Please explain how it can improve: (Faamolemole faamalamalama mai i lalo pe faapefea ona faaleleia.)

Text Responses

On occasions, when warranted, certain library needs will see staff rotated or reshuffled to certain work stations to better serve our students and academic community.

O LO'O FA'APENA LAVA ONA FAI.

O lo'o fa'apena ona tausisi lava tagata i lana ia manulati pei ona atofa ae le'i nofoia lana nofoa o lo'o iai taimi nei.

No need for improvement.

There are times when we are being sent to Feleti Barstow for training on some areas that are vital to the running of the Library. We also upkeep with students and instructors coming in to tour our library and to get some information on what the library is all about. As workers, we are all trained to be tour guides and to exlain and answer questions regarding our mission in the library.

Are you a full time or Part Time employee?

	Full Time	Part Time	Standard Deviation	Responses
All Data	10 (100%)	0 (0%)	5	10

Number of Courses you teach:

Text Responses

0

I do not teach, I work at the Library as a Library Assistant.

n/a

n/a

Degrees, Coursework, and or Publications

Text Responses

Master of Science in Library Science (M.S.L.S.);
Master of Art in Educational Leadership
Bachelor of Science in Criminal Justice with minor in Public Administration (B.S.)
Associate of Arts in Liberal Arts (A.A.)

AA- ASCC
BA- ARGOSY UNIVERSITY

AA degree- American Samoa Community College
BA- 2016 Spring semester which is my last semester- Argosy University

I have a AA degree in Liberal Arts.

AA in Education and Libral Arts

Other Qualifications not listed in previous question:

Text Responses

Graduate/Master's Certificate in Advanced Management of Library and Information Agencies

Master's Honor Graduate and lifetime member of both University of North Texas Beta Phi Mu (BPM) Chapter and BPM International Chapter of Library and Information Science Scholars

Was a former work study here at the library, so experience was another qualification to the job.

30 years working with ASCC! Eighteen years with Business Office, 12 plus years with LRC/Library.

List involvement in college/instruction'community activivites (i.e club sponsorships, committees, boards, organizations, etc.)

Text Responses

Member, President's Deans and Directors Committee

Member, VP Academic Deans and Directors Committee

Member, ASCC WASC Standard II Subcommittee

Member, ASCC WASC Academic Excellence Subcommittee

Not involved in any activites or clubs.

as a student rep to the Board of higher education, i was involved in many decisions making ei: I was part of the panel who interviewed and hired the current ASCC president. I was also a member of 3 committees i do not have the immediate details on hand at this time.

1a. Have faculty/staff in the dept/prog/div involved themselves in in-service training and other professional development? (Na auai le aufaigaluega o le matagaluega/polokalama/vaega i ni aoaoga 'a 'o galulue ma isi aoaoga 'auā le alualu i luma?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**5** **(55.56%)**	2 (22.22%)	2 (22.22%)	1.41	9

yes (joe)   no (leai)   don't know (leiloa)

1b. If "yes", please list evidence: (Afai e "Ioe" faamatala mai pine faamau o iai.)

Text Responses

In library staff/development meetings, occasional in-service training, ASCC occasional general workshop training, and off island ALA professional development during their annual conferences.

I have attended a couple of staff development training with HRO in the past. We also have monthly staff meetings where sometimes, we have staff development training to improve ourselves.

We employee's in-service training with Director considered as professional development.

I have attended a couple of staff development training with HRO in the past. We also have monthly staff meetings where sometimes, we have staff development training to improve ourselves.

2a. Are there any unmet needs for professional development among personnel in this Dept/Prog/Div? (O iai ni manaoga tau aoaoga e le'i faia mo le aufaigaluega a lau matagaluega/polokalama/vaega?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**3** **(42.86%)**	3 (42.86%)	1 (14.29%)	0.94	7

yes (joe)   no (leai)   don't know (leiloa)
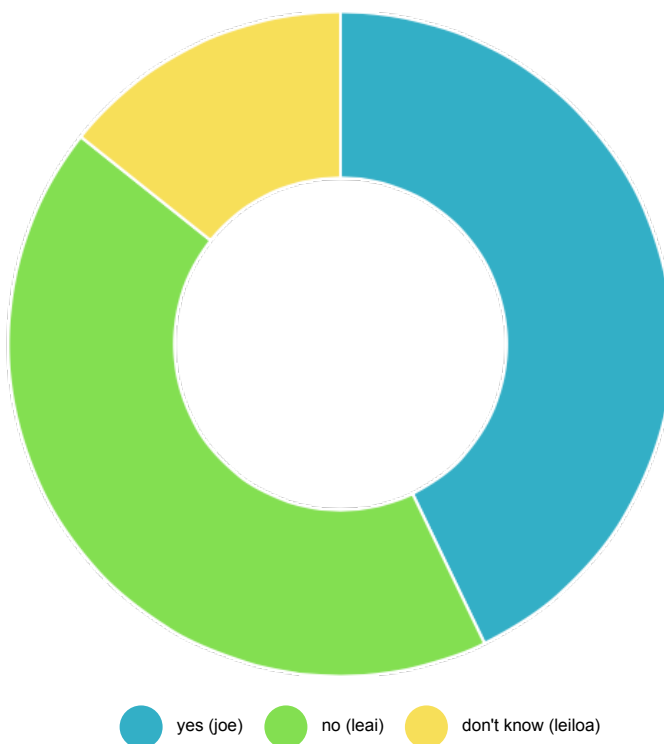
2b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Need to increase budget for professional development off-island to attend MidWinter ALA Conference, making it two professional travel to conferences per year. The budget currently allows for only one conference per year. Further annual ALA professional librarian membership fees should also be included in budget.

No comments

Everyone is doing their job to the fullest.

Just to strengthen our teamwork, we need to change our attitudes sometimes because different people with different attitudes do not always work out. Therefore, we are trying our best to be team players which is hard.

My Colleagues always commenting they want to attend off island workshops, but there is never any money for our department, LRC/Library to send anyone for the 12 plus yrs. I have been working here.

3a. Are faculty/staff evaluated on an annual basis by the immediate Supervisor (i.e.Director, Dean, Vice-President, Chairperson)? (O iloilo galuega faatino faaletausaga mo faiaoga/tagata faigaluega e le Ta'ita'i (e pei o Taitaifono, Faatonu, Matua o le saofaiga, Sui-Peresitene.)

|	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**8** **(88.89%)**	0 (0%)	1 (11.11%)	3.56	9

yes (joe) no (leai) don't know (leiloa)
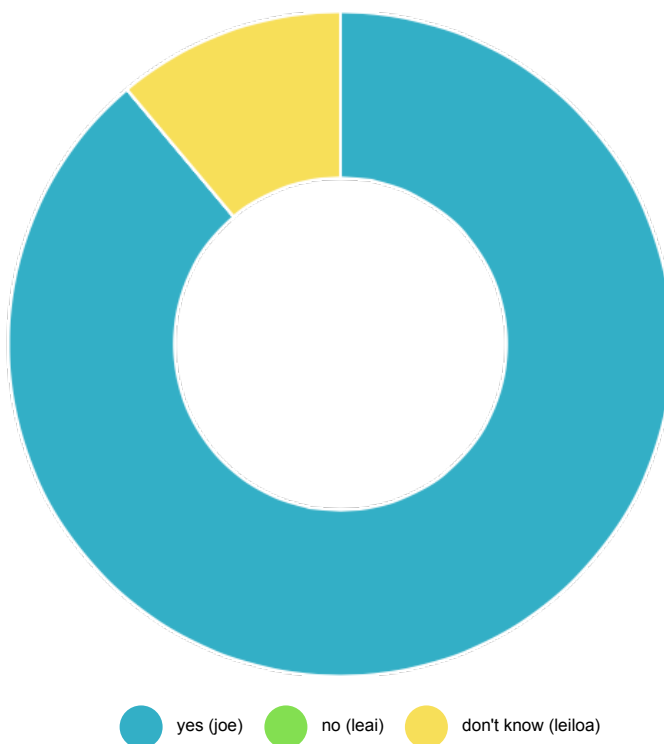
3b. Please explain:

Text Responses

Per HRO directive and policy

 we still continue on our survey every year.

Not that I know of.

As far as I know, we are evaluated on a annual basis on the initial day of employment.

The Director evaluates each employee.

4a.Are evaluations consistent and completed in a timely manner as documented in ASCC policies?
(O mulimulita'i iloiloga o galuega faatino e tusa ma tulafono a le Kolisi Tuufaatasi?)

	yes (joe)	no (leai)	don't know (leiloa)	Responses
All Data	7 **(77.78%)**	1 (11.11%)	1 (11.11%)	9

yes (joe)   no (leai)   don't know (leiloa)
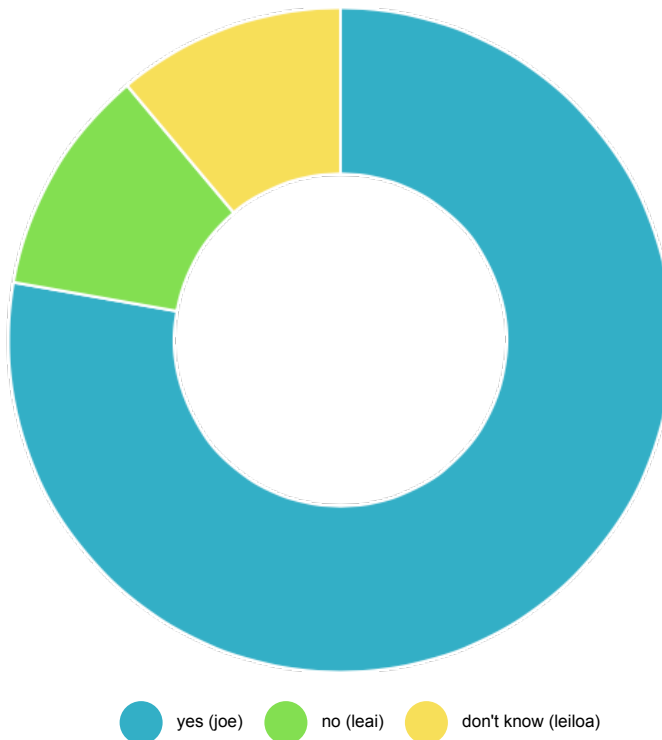
4b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Per HRO directive and policy

As far as I know, we are on a timely manner but then, sometimes, HRO are not consistent with them sending us our evaluation forms.

Evaluations must be completed on a yearly basis for increments to kick in for each individual.

As far as I know, we are on a timely manner but then, sometimes, HRO are not consistent with them sending us our evaluation forms.

1. Briefly describe the facilities occupied by your Dept/Prog/Div (ie. classrooms, offices, labs, etc.,)? (Otooto mai se faamatalaga o ituaiga fale/potu o faaaoga e lau matagaluega/polokalama/vaega. (e iai potu aoga, ofisa, potu su'esu'e ma isi)

Text Responses

Two stories, 9,900 square feet building located on the western end of campus, with four collection areas (general, reference, special, and educational) representing the different main areas in the library and rooms, with total collection materials of 40,000 volumes/titles. In addition there is a director's office space/room, a processing/cataloging office space/room, male and female restrooms, elevator entrance, two small utility rooms, all located on the first floor with Reference Area Room and Special Collection Room.
On the second floor, accessed by main inside stairwell, elevator, and outside fire escape exit/entrance, is the General Collection Area and Educational Resources Rooms, second floor elevator entrance, a small staff break room with mini kitchen, and a staff restroom.

O lo'o saogalemu lava le faletusi a le tatou kolisi tu'ufa'atasi. E o'o fo'i potu o lo'o fa'apena ona iai totonu lenei faletusi.

We have the Pacific Collection Room, this is where all books and documents that deal with Samoan based topics are stored. Then we have the Reference area, this area deals with all the books that are references, such as dictionaries, SAT books, and it also has ten computer stations for those to use for internet and online research. Then upstairs, we have the General Collection area, this area is where all the Books and novels are located at, and only the General collection area has all books that can be checked out. And we have a computer lab called the Teacher Education Resource Center, the lab can be used by anyone, but can be reservec for instructors and their classes.

The library consists of two floors. the first floor is the main entrance to the building. It also contains the circulation desk, the reference desk, reference books, 10 computers, the Pacific room, the work room, and 2 restrooms. the second floor houses the general collection, the Educational Resource Center, a staff room and one restroom.

2a. Are all facilities adequate to support the mission of your Dept/Prog/Div? (O talafeagai fale/potu aua le lagolagoina o le manulauti a lau matagaluega/polokalama/vaega?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**4** **(50%)**	3 (37.5%)	1 (12.5%)	1.25	8

yes (joe)　　no (leai)　　don't know (leiloa)

2b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Currently there is no storage space. The two small utility rooms are also used as improvised storage spaces, which poses a direct risk to the total library collection and is a fire hazard.

O LO'O FETAUI LELEI LE MANULATI A LE FALETUSI MA LE TATOU KOLISI TUUFAATASI.

O lo'o talafeagai lava mea uma. Leai se mea fa'aletonu

the library is getting too small for the growing number of students especially on fall semester. an added floor will suffice i believe. there is no storage room to store all library documents because we are currently using the meter room which is quite dangerous for storage. a conference room will be nice to have staff meetings, trainings and other library functions. need to bring back the water fountain that was taken away years ago because students and staff need to drink water inside this building.

Facility maintained properly though over 11 yrs. old, things running smoothly.

3a. Does the institution operate and maintain physical facilities that are adequate to serve the needs of this dept/prog/div? (O faaaoga ma tausi e le aoga ni fale/potu e talafeagai e tautuaina le mana'oga o le matagaluega/polokalama/vaega. Ioe pe Leai poo le Ou te lē iloa)

	yes (joe)	no (leai)	don't know (leiloa)	Responses
All Data	4 (50%)	2 (25%)	2 (25%)	8

yes (joe)   no (leai)   don't know (leiloa)

3b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Current PFM maintenance of facilities is inadequate, hence the need in the previous page "above", for another restoring lost budgeted library position for library's own maintenance staff.

O lo'o fa'apena fo'i ona lelei uma.

Not that I know of.

Whenever we have a breakdown, maintenance is always informed though they are constantly late in performing their service too many times.

Not only grounds keeping well kept, but interior too, maintenance of floors, bathrooms very cleanly kept for employee, student/patrons use.

4a. Does the institution take reasonable steps to provide a healthy, safe, and secure environment for this dept/prog/div? (O faia e le kolisi ni gaoioiga mo se siosiomaga maloloina, saogalemu ma malupuipuia mo lenei matagaluega/polokalama/vaega?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**4** **(50%)**	2 (25%)	2 (25%)	0.94	8

yes (joe)   no (leai)   don't know (leiloa)

4b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Current efforts are adequate.

Oute leiloa pe na fai se gaoioiga mo se saogalemu ma malupuipuia lenei matalagaluega. Talu ona ou faigaluega e le'i faia lava se gaoioga mo nei mea uma.

Do not know what to say.

To ensure the wellbeings of students in the library, air cons break down, bathroom leaks, light outage are all reported to the maintenance and facility department whenever they occur. Their are times when students are behaving improperly that we call security to handle this type of situation. Rules are regulations are observed but somehow, some students tend to break these rules.

Always, when Job Orders placed in for assistance, maintenance, plumbing, etc. they will always come to correct any damage that has occured.

5a. Are the physical facilities accessible to persons with disabilities? (O faigofie ona faaaoga potu/fale e tagata o iai manaoga faapitoa?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**6** **(75%)**	1 (12.5%)	1 (12.5%)	2.36	8

yes (joe)　　　no (leai)　　　don't know (leiloa)
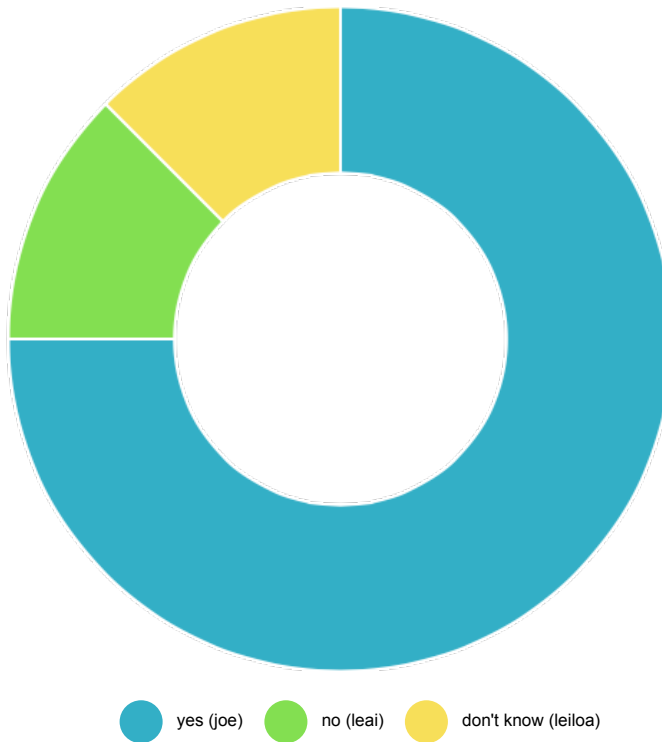
5b. If no, please describe below what is needed to make your area accessible: (faamolemole faamatala mai i lalo atu mea e moomia e faafaigofie ai ona faaaoga)

Text Responses

our restrooms are accessible as well as entrance to the library. There was a period of time when the elevator was not working but now it is. the stairs i believe is not accessible.

2nd floor with all books to be circulated/checked out a person disabled can ride the elevator to 2nd floor.

6a. Are additional facilities required to support the Dept/Prog/Div? (O iai ni fale /potu faaopoopo o moomia e lagolago ai le matagaluega/polokalama/vaega?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	4 (50%)	3 (37.5%)	1 (12.5%)	1.25	8

yes (joe)   no (leai)   don't know (leiloa)

6b. If so, please list and explain: (Afai o lea, faamolemole lisi i lalo ma faamalamalama mai)

Text Responses

Storage space as indicated above and more student spaces for study and computers

MANA'OMIA ONA TOE FA'ATELE LENEI FALETUSI. UA TELE MAI TUSI AE LAITITI LE AVANOA E TU'U AI.

the library needs a 3rd floor. It's getting too small to accommodate the growing number of students each semester. a storage room is needed, a conference room is needed for staff meetings and trainings. more computers are needed on the second floor.

Conference room, multimedia room and computer labs.

1. Briefly describe current equipment used by your dept/prog/div and indicate whether it is adequate or inadequate: (Otooto mai meafaigaluega o loo faaaoga i le taimi nei e lau matagaluega/polokalama/vaega ma faailoa mai poo talafeagai pe leai:)

Text Responses

Computers, printers, faxes, telephones, xerox machine, video projector, ACs. These are adequate BUT NEED- missing color printer/xerox machine, plus more student computers and spaces for them per high student demand.

computers, Xerox machines,

O lo'o lelei mea uma.

Printers, Scanners, xerox copy machine, computers, library card scanners, mini-camera for libray card photo, cash box machine. All these equipment are very useful to the Learning Resource Center.

currently we are borrowing equipments from SI. we only have a computer monitor . We have a camera system to monitor student activities inside and outside of the building.

2a. Are additional equipment required to support the dept/prog/div? (O moomia nisi meafaigaluega e lagolago ai le matagaluega/polokalama/vaega?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**6** **(75%)**	1 (12.5%)	1 (12.5%)	2.36	8

yes (joe)　　　no (leai)　　　don't know (leiloa)
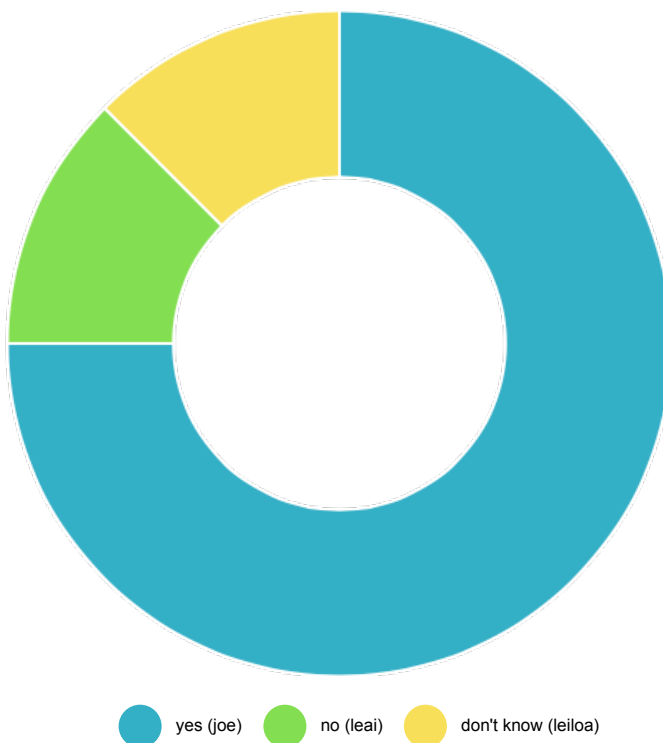
2b. If so, please list and explain: (Afai o lea, faamolemole lisi mai ma faamalamalama.)

Text Responses

See "VII EQUIPMENT #1" above (Color printers and more student computers)

MANA'OMIA SE ISI (JANITOR) NA TE FA'AMAMAINA LENEI FALETUSI TAIMI UMA. ONA O LO'O FAIA PEA E MATOU LENEI GALUEGA TELE O TAIMI.

We have cleaning materials, broom and dustpan and a vacuum to keep our facility clean.

We need a projector, laptops, smart boards, paper towel dispensers inside bathrooms,

Collection of DVD's for Instructor and student use.

3a. Does the div/dept/prog account for its equipment through regular inventory? (O mataitū lelei e le matagaluega/polokalama/vaega ana meafaigaluega, e ala i ana suega oloa faavaitau?

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	4 (50%)	0 (0%)	4 (50%)	1.89	8

yes (joe)   no (leai)   don't know (leiloa)
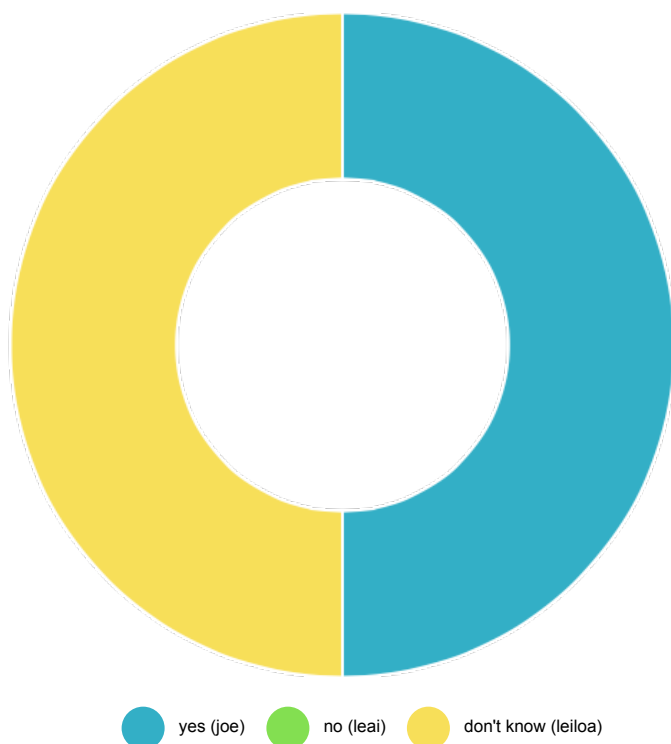
3b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

By library staff and MIS/Procurement periodically.

Not that I know of.

we have periodic inventory of our equipment.

ASCC Procurement tag all purchased materials belonging to LRC/Library - under ASCC.

4a. Does the div/dept/prog account for preventive maintenance of its equipment? (O nofo tapena le matagaluega/polokalama/vaega aua le puipuiga ma le faaleleia o ana meafaigaluega. Ioe pe Leai pe Ou te lē Iloa. Faamolemole faamalamalama mai.)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	5 **(62.5%)**	0 (0%)	3 (37.5%)	2.05	8

yes (joe)   no (leai)   don't know (leiloa)

4b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

By library staff, and if need be by MIS staff, KOOLINE (for ACs), and sometimes PFM for electrical or plumbing work needed.

Not that I know of.

with few equipment we have, we make sure they in are workable condition and ready for student use.

LRC/Library is under the umbrella of ASCC and all departments will assist our agency when requesting assistance.

5a. Is the equipment used by this dept/prog/div similar to that used in the workplace or at a higher level institution? (O tai tutusa meafaigaluega a le matagaluega/polokalama/vaega ma mea e faaaoga i falefaigaluega poo isi kolisi ma iunivesite?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	3 (37.5%)	**4 (50%)**	1 (12.5%)	1.25	8

yes (joe)   no (leai)   don't know (leiloa)

5b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Definitely yes! But less in quantities and newer model software and computers:)

I am sure that at any level or Department, most of the equipment here are also the equipment used at the other departments.

I haven't had the opportunity to visit any universities outside of American Samoa but through pictures and internet pictures, I can spot some of the equipment they use that are in this library too.

Our equipment is carts to lug around Library books, etc.

6a. Is there a need to update/upgrade equipment for improvement of services? (O moomia ona siitia le tulaga o meafaigaluega mo le faaleleia o auaunaga?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**7** **(87.5%)**	0 (0%)	1 (12.5%)	3.09	8

yes (joe) ● no (leai) ● don't know (leiloa)
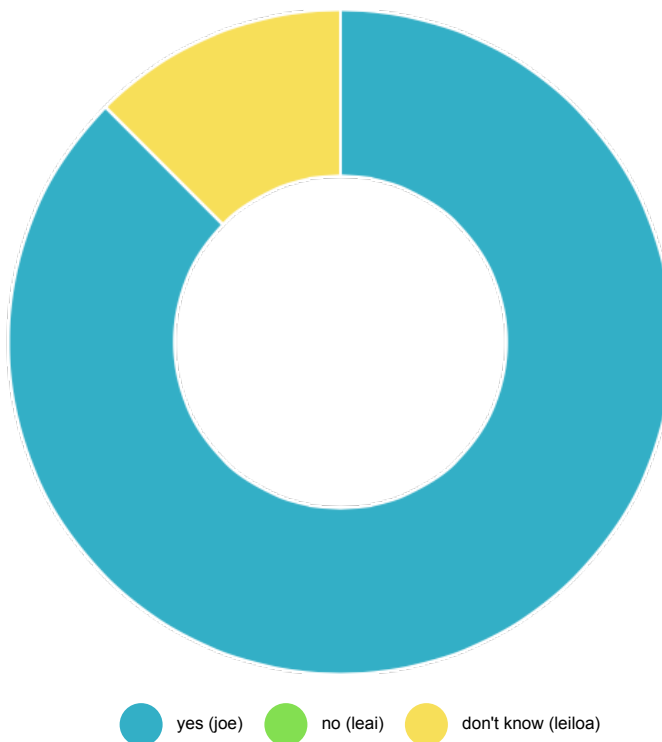
6b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Newer software versions and model for computers

Not that I know of.

with the current trend in technology, i truly believe if they have current equipment that are in, we should also have in order to further the knowledge of our students as well as us the staff

Our carts (used to lug books, etc.) are made of lifetime materials.

1a. Is the budget information available to this Dept/Prog/Div? (O tatala le avanoa e maua ai ni faamaumauga o le Tala o le Tupe e ta'ita'i o matagaluega/polokalama/vaega?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**3** **(37.5%)**	3 (37.5%)	2 (25%)	0.47	8

● yes (joe)　● no (leai)　● don't know (leiloa)

1b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

To the director as a planning tool and guide.

Not that I know of.

our boss always inform us of the status of our current budget,

The Director enlightens all employees.

2a. Are faculty/staff involved in div/dept/prog annual budget planning? (O 'auai faiaoga/'au faigaluega i le fuafuaina o le tala i le tupe faaletausaga a le matagaluega/polokalama/vaega?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	3 (37.5%)	**4** **(50%)**	1 (12.5%)	1.25	8

yes (joe)   no (leai)   don't know (leiloa)

2b. Please explain: Fa'amolemole fa'amatala)

Text Responses

NOT DIRECTLY BUT INDIRECTLY YES, in terms of each respective staff work area needs and evaluation for annual pay increments

Not that I know of.

We discuss our budget during staff meetings and what we need to upgrade and buy in order

Director enlightens employees on budget.

3a. Does the dept/prog/div provide guidance on budget processes, analysis, and preparation? (O ofo atu e le matagaluega/polokalama/vaega ni ta'iala o le faagaoioiga o tala o tupe, iloiloga ma sauniga?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	2 (25%)	**3 (37.5%)**	3 (37.5%)	0.47	8

● yes (joe)   ● no (leai)   ● don't know (leiloa)

3b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

From CFO to Director

Not that I know of.

director's discression

Director informs/enlightens employees.

4a. Is adequate financial support available to meet the needs of this Dept/Prog/Div? (O lava le lagolago tau tupe o faaavanoa atu mo matagaluega/polokalama/vaega?)

	yes (ioe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	2 (25%)	**6 (75%)**	0 (0%)	2.49	8

● yes (ioe)　　● no (leai)　　● don't know (leiloa)

4b. Please explain: (Fa'molemole fa'amatala)

Text Responses

As explained "above". Need more money for professional libarian travel budget and annual renewal fees to maintain membership in the American Library Association of Academic Libraries

we have an adequate amount for books and other library needs.

Not very many new book/periodical orders.

5a. Does the dept/prog/div effectively use its current financial resources to achieve its mission? (O faaaogā tatau e le matagaluega/polokalama/vaega ana alaga'oa tau tupe e ausia ai lana manulautī?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	**5** **(62.5%)**	2 (25%)	1 (12.5%)	1.7	8

● yes (joe)   ● no (leai)   ● don't know (leiloa)

5b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Maximum utilization of all current or available resources in providing the best possible services to serving our students and completing our library mission.

Students pay for printing out papers. Most of all the money we get on the daily basis goes into buying office materials and papers and toners.

we are waiting for our big book order, our office supplies is current. we are in the process of discussing to buy more equipment to accommodate student needs.

The money received book/periodical orders are made.

6a. Does the dept/prog/div have any budget priorities to implement for continuous improvement to achieve its mission? (O iai ni faamuamua tau tala o le tupe a le matagaluega/polokalama/vaega o fia faatino mo le alualu pea i luma, ina ia ausia ai lana manulauti?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	4 (50%)	2 (25%)	2 (25%)	0.94	8

yes (joe)   no (leai)   don't know (leiloa)

6b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Collection development, Equipment and maintenance, Personnel. Not necessarily in this order

Not that I know of.

our boss only knows that

Directors discretion of budget priorities.

1a. Is technology used to improve student learning and services? (O faaaoga le tekonolosi e faaleleia ai aoaoga ma tautua mo tagata aooga ?)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	8 (100%)	0 (0%)	0 (0%)	3.77	8

1b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Very much so. Tantamount to mission success!

Majority of students who use our facility are always online doing research, or taking online courses.

it's a great help to students research. available websites and online systems on hand at all times.

Two computer labs, one with 10 computers 2nd lab with 8 computers to use for research or typing assignments, or Moodle assignments.

2. Check the following technologies sufficient to perform your duties:

	Available/Accessible (Avanoa/Faigofie ona maua)	Appropriate (Talafeagai)	Current (Tekonolosi o le taimi nei)	Standard Deviation	Responses	Weighted Average
ASCC Online Systems (Moodle, Compliance Assist, Colleague, Webmail, Website etc.) (Sisitema a le Kolisi Tuufaatasi (polokalama e fai ai vasega)	**6 (75%)**	2 (25%)	0 (0%)	2.49	8	1.25 / 3
Software (Microsoft Office, SPSS, CAD, Autodesk, etc..) (Poloklama tau komepiuta)	**5 (62.5%)**	3 (37.5%)	0 (0%)	2.05	8	1.38 / 3
Internet Connectivity (speed, etc.) (Fesootaiga tau initaneti)	3 (37.5%)	**4 (50%)**	1 (12.5%)	1.25	8	1.75 / 3
						1.46 / 3

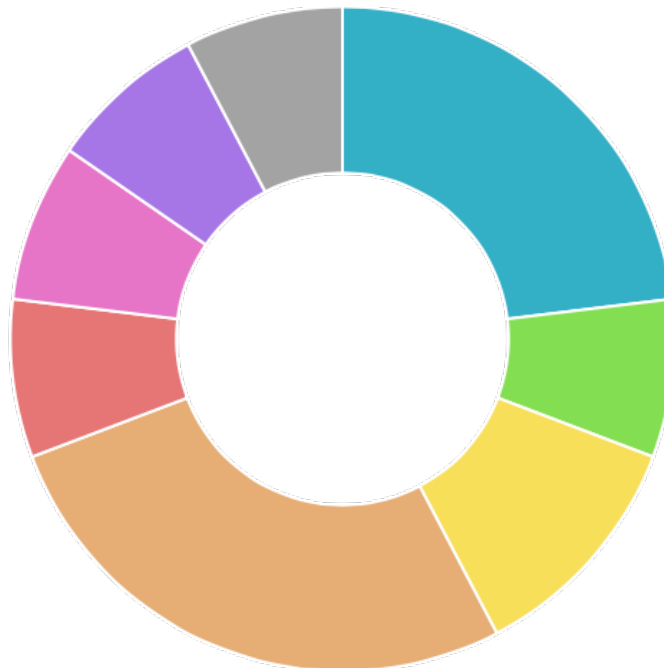## Other technologies used:(Ma isi tekonolosi faaaoga)

Text Responses

unsure

OPAC, Destiny

1. Are the following student support services available and accessible to students when needed? (O tatala avanoa ma faigofie ona maua auaunaga nei e tagata aooga pe a mana'omia?)

	Computer Labs (Potu Komepiuta)	Counseling (All types of Counseling) (Faufautua (Soo se Ituaiga)	Financial Assistance (ex. Financial Aid, Work-Study, Scholarship, Deferred Payment Plans) (Fesoasoani Tau Tupe (ftg Fesoasoani Tau Tupe mai le Malo Tele, Polokalama Galue ma Aoga, Sikolasipi, Fuafuaga tau Pili Totogi Tolopō)	Library (Faletusi)	Academic Tutoring (Fesoasoani i meaaoga)	Academic Advising (ex. Online Information, Faculty Availability) (Faufautua i mataupu tau'ave (ftg. Faamatalaga i le Upega, avanoa of aiaoga)	Campus Life (ex. Security, Extra Curricular, etc.) (Olaga Faakolisi: (ftg. Malu o le Kolisi, Mataupu/faatinoga faaopoopo ma isi)	Admissions and Records (Application, Transcripts, etc.) (Ofisa Faaulufale ma Faamaumauga (Tusi talosaga, Faamaumauga aloaia o togi maua ma isi)	Responses
All Data	6 (85.71%)	2 (28.57%)	3 (42.86%)	**7 (100%)**	2 (28.57%)	2 (28.57%)	2 (28.57%)	2 (28.57%)	7

- Computer Labs (Potu Komepiuta)
- Counseling (All types of Counseling) (Faufautua (Soo se Ituaiga)
- Financial Assistance (ex. Financial Aid, Work-Study, Scholarship, Deferred Payment Plans) (Fesoasoani Tau Tupe (ftg Fesoasoani Tau Tupe mai le Malo Tele, Polokalama Galue ma Aoga, Sikolasipi, Fuafuaga tau Pili Totogi Tolopō)
- Library (Faletusi)
- Academic Tutoring (Fesoasoani i meaaoga)
- Academic Advising (ex. Online Information, Faculty Availability) (Faufautua i mataupu tau'ave (ftg. Faamatalaga i le Upega, avanoa of aiaoga)
- Campus Life (ex. Security, Extra Curricular, etc.) (Olaga Faakolisi: (ftg. Malu o le Kolisi, Mataupu/faatinoga faaopoopo ma isi)
- Admissions and Records (Application, Transcripts, etc.) (Ofisa Faaulufale ma Faamaumauga (Tusi talosaga, Faamaumauga aloaia o togi maua ma isi)

1a. Does your dept/prog/div help to ensure safety awareness and emergency procedures for its personnel, students and community? (ex. Fire extinguishers, evacuation plans, First-Aid, etc.) (O fesoasoani lau matagaluega/polokalama/vaega e faamautinoa le silafia o puipuiga ma faatinoga o gaoioiga aua faalavelave faafuase'i mo au tagata faigaluega, tagata aooga ma tagata lautele? (ftg. Fagu tineimu, fuafuaga faataatia mo le tuua o le nofoaga, Fesoasoani Muamua, ma isi)

	yes (joe)	no (leai)	don't know (leiloa)	Standard Deviation	Responses
All Data	7 (87.5%)	1 (12.5%)	0 (0%)	3.09	8

● yes (joe)   ● no (leai)   ● don't know (leiloa)
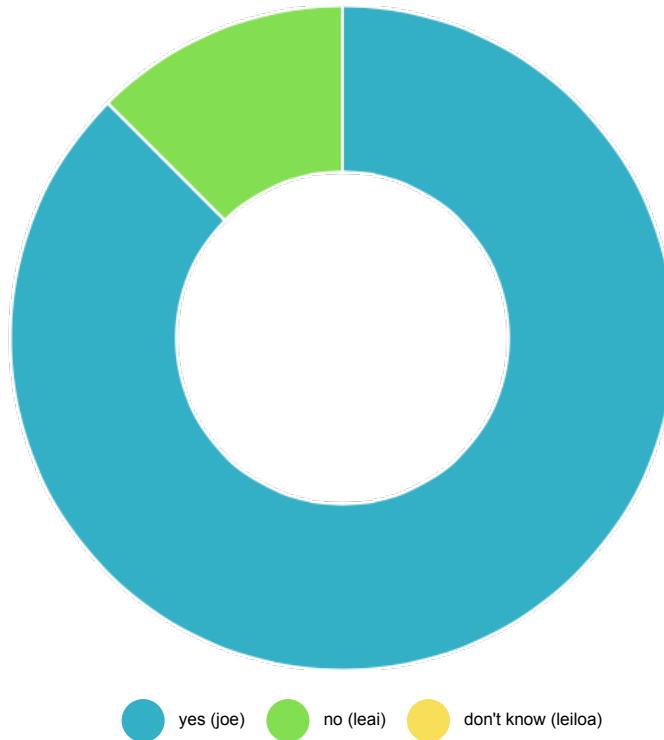
1b. Please explain: (Fa'amolemole fa'amatala)

Text Responses

Summer in-house training on emergency preparedness response, as well as notices from institutional response to emergency preparedness

there were none evered explained to me.

we are constantly trained on our evacuation plans. we need to be trained on how to perform CPR, i believe our fire extinguishers are working, first aid kid is in place as well as our evacuation chair for the disable.

If Electricity goes out, immediately students are led out of LRC/Library in a swift manner. Within 10 minutes there will be no air to breath with a crowd of people.