LOS ANGELES TRADE-TECHNICAL COLLEGE
Statement of Candidacy
Library

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1. Outline your vision for the department for the next three years. (Include any program enhancements including expansion, re-engineering, curriculum revision, new certificates and degrees, faculty development, etc.)

1. Promote open communication and lead the library’s efforts to achieve excellence in the areas of library processes and innovation

2. Meet with staff and librarians regularly to discuss and seek input regarding departmental matters

3. Assure that the different library functions are adequately staffed and staff members are allotted sufficient time to complete tasks in the various library functions

4. Ensure that library is meeting the needs of students and that the library plays a significant part in and is a major contributor to student success on campus

5. Enhance the library’s instruction program by offering library orientations, general and discipline-specific workshops across the range of disciplines offered at LATTCC

6. Maintain and update the library website and database listings to promote students’ access to print and online resources. Develop and upload online guides to support library research and course-specific research projects

7. Promote the library outreach efforts to each librarian’s liaison area

8. Develop assessment instruments to measure service area outcomes of the library. Work on analyzing the results of these assessments by preparing a use of result plan

9. Create a pilot project and ongoing discussion about how the library can become part of the pathways starting with the Design & Media Arts pathway. Implement various approaches for the library’s involvement not limited to embedding to existing courses, creating courses and offering library workshops, tutorials, etc.

10. Conduct collection development analysis and oversee the systematic review of the library’s circulating, reference and periodical collection

11. Lobby for a dedicated library computer classroom to adequately support library instruction

12. Provide intellectual access to library’s materials to support the students and faculty in their learning and teaching by cataloging and maintaining the collection adhering to the highest professional standards
2. What are your goals as a department chair for the next three years?

1. Maintain open communication, job satisfaction and morale among library faculty and staff.

2. Engage the library faculty and staff members to work as a team to achieve the library’s mission, vision, and goals.

3. Ensure through the program review process that the library receives the necessary funding needed for its staffing, print and online collection and physical resources.

4. Ensure that library computer equipment is up-to-date and well-maintained.

5. Provide a library environment that is clean, comfortable and conducive to learning by making sure that facility itself is well-maintained and students follow the library policies.

6. Protect the library’s physical assets and collections by assuring that security measures are in place, the security equipment is functioning and security alerts are investigated by the staff.

7. Ensure that electronic resources are maintained and updated.

8. Ensure that the library’s print collection is up-to-date and relevant.

9. Maintain a dynamic and multi-faceted library instruction program reaching students using different modalities.

10. Ensure that the for-credit Library Science courses have up-to-date course outlines and they are Cal State and UC transferable.

11. Provide cataloging, processing, and classification of all materials so the students, faculty and staff have access to materials in a timely manner.

12. Ensure that cataloging is of good quality following the national cataloging standards, and the District and local cataloging policies.

13. Organize the library’s holdings to meet the needs of the students, faculty and staff to facilitate effective retrieval and use.

14. Maintain cataloging records in the online catalog accurately for holdings and location for efficient access and retrieval.

15. Work collaboratively with the librarians in the department answering questions and resolving problems with the cataloging records as necessary.

16. Continue serving as a member of the Academic Senate, serve on faculty hiring committees and get involved in other campus committees as necessary in order to champion the interest of the department.
3. What qualities, experiences, expertise, qualifications, or other characteristics would you like your colleagues to take into account when considering you for department chair?

1. I am a naturalized United States citizen, which allows me to understand the immigrant experience first-hand. I was born in Hungary where I received an excellent education both at the K-12 and at the university-level. I am a first-generation college student. My mother is a high-school graduate but my father only completed trade school to become a plumber. After my arrival to the United States, I continued my journey in higher education by taking courses at El Camino College and enrolling in San Jose State University’s School of Library and Information Science program in 2000.

2. While working on my Master’s degree, I was employed in a full time capacity at El Camino College as the assistant to the director of Workforce Education. Following my graduation with an MLIS, I was a contract librarian at Toyota Motor Sales, USA. While working at Toyota, I was in charge of a small library where I wore many different hats and oversaw multitudes of library functions.

3. Since my experiences as a student and as a classified employee at El Camino College were so rewarding, my dream was to get a librarian job at a community college. In order to achieve this goal, I was determined to get more experience at the community college level as a librarian and to continuously develop my professional and leadership skills to be a better librarian. My career with LACCD started in 2002 when I was a Project MATCH intern at West Los Angeles College. Following this internship, I worked part-time at West Los Angeles College, Los Angeles Southwest College and at various other community colleges outside of LACCD.

4. For the past 12 years, I was a full time, tenured faculty member at East Los Angeles College where I oversaw the library operations at East Los Angeles College, South Gate Educational Center as the South Gate librarian. As a solo librarian at the satellite campus, I was involved in handling a variety of library functions including cataloging, collection development, reference and instruction. I taught library orientations and presented workshops on a regular basis. I also taught the Library Science 101 course at the ELAC main campus, at South Gate and online.

5. My college committee participation include Academic Senate (LATTC), Project MATCH Steering Committee (District), Student Learning Outcomes Committee (ELAC), Scholarship Committee (ELAC and LATTC), Off-Site Education Committee (ELAC), Violence Intervention Team (ELAC), VTEA (El Camino College). I also served on a number of faculty hiring committees at East Los Angeles College. My participation in committee work has increased my institutional knowledge which will be helpful when representing the library.

6. While at East Los Angeles College, I assisted in comprehensive writing of the library program review, program review annual updates, Accreditation Self-Study, library policies and procedures, analyzing assessment results and I was in charge of compiling and writing the library’s annual SLO report.

7. I am a detail-oriented person. I have a good understanding and knowledge of the library chair’s responsibilities because I worked under the guidance of various library chairs throughout the years.

I have read the department chair description, most notably the responsibilities of the Department Chair as outlined in AFT Contract Article 17 D, and agree to fulfill these responsibilities if elected.

Signature: Gabriella Lopez

Date: 5/27/2016