# 2018 and 2019 Annual Library Data Survey Certification

## Form Instructions

* **Complete all form fields**
* **Print the form (page 2 of this document)**
* **Sign**
* **Return to the Chancellor’s Office by mailing the completed form to the address below:**

California Community Colleges Chancellor’s Office

Academic Affairs Division, Curriculum and Intersegmental Programs  
1102 Q Street, Suite 4600  
Sacramento, California 95811-6549

# 2018 and 2019 Annual Library Data Survey Certification

Today’s Date

District enter the school district College enter the college name

## Library Contact Information

Name enter first and last name

Title enter your title

Telephone enter a valid phone number

Email enter a valid email

Signatures below certify that the 2018-19 Annual Library Data Survey is accurate and complete and the college is in compliance with California Code of Regulations §55800 Annual Report to Chancellor:

The governing board of each community college shall, on or before October 31st[[1]](#footnote-1) of each year, report to the Chancellor on the condition of libraries, for the preceding fiscal year. The report shall, in addition to other matters deemed appropriate by the governing board or the librarians, contain such statistical and other information as is deemed desirable by the Chancellor. For this purpose, the Chancellor may send instructions and/or forms to obtain the material for a comparative study of library conditions in the state.

Today’s Date

Title enter your title

Printed Name print your name

**Chief Librarian Signature (blue ink)**

Today’s Date

Title enter your title

Printed Name print your name

**Chief Instructional Officer Signature (blue ink)**

1. Per Board of Governors Approval, the Annual Report shall be submitted to the Chancellor by October 31st. [↑](#footnote-ref-1)