

Policy No: G009 – Media Services Plan

EFFECTIVE DATE: July 2005

Standard 5 - Learning Resources COE

Revised: November 2016, July 2013, December 2011, July 2009

This plan will focus on specific items to ensure that proper reviewing, revising, reporting and implementation of the following areas:

- Media Services
- Educational Material
- Educational Equipment

Plan Objectives

To assure that media resources are readily available to students, staff and faculty members.

The Scope and Availability

The media services available to the campus community are current and relevant educational material to help fulfill the needs of the educational programs. A listing of media resources can be found on the College's library system (ResourceMate), this system can be accessed at the front desk and through any internet connection. Media Services include the Library, Computer Laboratory and educational equipment.

The College provides access to students and faculty members to online reference material, by combining multiple online databases into one large database with one easy-to-use access point, students and faculty members have access to the Library and Information Resources Network (LIRN) and Florida Electronic Library including: Gale InfoTrac, ProQuest, Credo reference, eLibrary, Bowker and EBSCO all adding up to over 132 million journal articles, documents, books, encyclopedias, newspapers, magazines, video and audio files. These resources are available 24 hours a day, seven days a week from any computer on the campus or any computer with Internet access. Remote access to online reference material can be reached from <http://www.taylorcollege.edu/library/>. If accessing remotely, users will be asked for a password, this information is given out by the Program Director, Faculty and Librarian.

Hours of Availability

Library	9:00 am to 5:30 pm Monday – Friday
Computer Laboratory	9:00 am to 5:30 pm Monday – Friday

Responsible Staff Member(s)

The Senior Director of Finance and Operations, Librarian and IT Support (Think Technologies) are responsible for implementation and coordination of media services. Roles and responsibility include the following:

- Purchase of additional media services and supplies.
- Ensure organization of available media services.
- Ensuring that online resources and system hardware is working correctly.
- Compiling the results for the annual review of the plan

- Maintain Equipment Listing (identify whether Instructional or Non-Instructional and include location, number of items, date of purchase and purchase price and/or current value)

Orientation

Taylor College has an orientation to all new users at the beginning of a program or employment.

Facilities

Facilities used for media services include the Library and Computer Laboratory.

Budget

The college's annual budget allocates funds to the repair and purchase new media supplies, equipment and additions to the media services.

Evaluation, Review and Revision

The Media Services plan is evaluated by program completers at the end of a program and by staff and faculty annually. During the Institutional Assessment meeting, all completed evaluations are reviewed to evaluate the effectiveness of media services provided by the college and the utilization of the results to modify and improve media services.