

PLAN FOR MEDIA RESOURCE CENTER

INTRODUCTION

This Institution maintains a media center within the administration office. There is designated shelf space or the center which houses reference materials and instructional aids. A current list of said contents is posted on the senior floor for the convenience of the students.

New materials are purchased and added to the center monthly, so as to insure that the center is a reflection of the latest styles, trends, and techniques within the industry. To enable the students to view various video's, a VCR and color TV have been placed within the classroom.

Students are encouraged to use all available materials from the center anytime during the school day as an aid to his/her studies and/or projects.

Many of our students use the available materials in order to expand on their own creative ideas.

We at the school feel the resources of the Center are more than adequate and beneficial in both class and projects being performed by the students.

I. STAFF

DIRECTOR

1. Responsible for the implementation and coordination of the Center.
2. Responsible for ordering materials each month from the servicer.
3. Responsible for posting and informing all staff members of new materials as they arrive.
4. Responsible for seeking input from staff and students alike, concerning the selection and purchase of materials and equipment for the Center.

INSTRUCTORS

1. Responsible for notifying the students of all new materials as they are added to the Center.
2. Responsible for encouraging the students to use any and all available materials.
3. Responsible in assuring that items checked out by students are returned to the Center.
4. Responsible for informing the school Director of any suggestions and/or recommendations made by the students in regards to selection and purchase of materials and equipment for the Center.
5. Responsible for viewing all new materials, so as to be informed of the contents, thus enabling them to answer any questions students may have concerning said materials.
6. Responsible for offering suggestions and or recommendations as to selection and purchase of materials and equipment for the Center.

II. FACILITIES

1. We are a small single program institution, therefore the need for a larger center is not deemed necessary. The present facilities are more than adequate to support students and faculty in meeting the objectives of the instructional program.

III. EDUCATIONAL MATERIALS

1. Available and organized to help support the program.
2. Provided to enhance the educational and program purposes of the institution.
3. Made up of but not limited to, Video's, Magazines, Periodicals and Reference books dealing with professional, industrial, and technical aspects of the industry.
4. Appropriate to the educational program, and reflect any Changes so as to keep the Center up to date.
5. Published and posted within the institution and available for use by staff and students.

IV. BUDGET

A budget must be submitted by the school Director no later than December 31, of each year, to the Chief Administrator. The Director shall project total expected tuition and fees along with other income, less projected expenses. Projected expenses must include media services, and repair for media services equipment Projections shall be based on current year and previous year outcomes.

SUMMARY

The Director and/or Staff checks the Learning Resource Library student/instructor evaluation form frequently to ensure that the students/instructors complete the form after checking out/in a item from the library. If there is a trend of request for a particular item, it is brought up at the next staff meeting and a determination is made as to when or if it is needed. (usually the Director knows well in advance what items are needed and after staff discussion, orders said item before it becomes a trend) The Governing board compiles the forms for evaluation once annually to determine the effectiveness of the plan,