



LEARNING/MEDIA RESOURCE CENTER

LIBRARY/MEDIA RESOURCES PLAN

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EVALUATION

Dear Advisory Board Member:

Periodically, the content of the school's Learning/Media Resource Center must be evaluated for relevance to the educational mission and programs offered at this institution. To aid in this process, an inventory of publications, books, periodicals and other resources is provided. Please review these items and complete the enclosed checklist.

If you have any questions, please call me at 786-708-8929 or contact via e-mail at dantunes@fvi.edu.

Sincerely,

Denyse Antunes
Campus Vice President

LEARNING/MEDIA RESOURCE CENTER

INVENTORY CONTROL (TEMPLATE)

Date _____ SECTION _____

Title	Author/Publisher	Publication Date	Topic	Replace Comment



LEARNING/MEDIA RESOURCE CENTER PLAN

The goal is to maintain educational and media resources appropriate to occupational programs taught at the institution.

Florida Vocational Institute provides and maintains media/learning resources required by faculty and staff of all programs in the classrooms of the respective programs. In addition, the institution has a Learning/Media Resource Center full of books and DVD/CDs for additional learning.

The primary purpose for the learning/media resources is to support teaching and learning consistent with, and supportive of, the institution's mission and goals. Adequate learning/media resources are available to support the development of our students in their chosen field. The learning/media resource center houses a collection of books, audio tapes and videotapes which support its educational programs. It also provides computers for self-study. The learning/media resources are continually evaluated in order to modify and improve services. The Learning/Media Resource Area has reference books, general books, magazines and various other publications, journals and periodicals relating to their field of study. The center is opened to students, faculty, and staff during school hours.

Faculty/Staff will be surveyed on an annual basis to evaluate the effectiveness of the Learning Resources of the institution. This survey will include resource equipment, internet access, and software, and student utilization, appropriateness for research, cleanliness, and organization. The survey will be conducted during a regular staff and faculty meeting, and noted in the meeting minutes.

Analysis of the outcomes in this survey will be documented by the School Vice President. The analysis will be provided to staff in bi-annual All Campus meetings. Faculty and Staff will provide oral and written input used in modifying and improving services.

Faculty/Staff training is an important element in the proper use and understanding of the function of media equipment, materials, and supplies. Each new hire will be given a tour of the media facility by the Program Director. A detailed explanation of the media resources available to students will be thoroughly covered during new student orientation. The orientation will have provided the learning resource hours of operation, use of the internet for research, location of appropriate books, periodicals, and magazines and appropriate equipment necessary for maintaining the quality of education leading to successful student learning. Faculty and staff will be introduced and oriented to the Learning/Media Resource Center during new faculty or new staff orientation.

All faculty and staff have access to personal computer and copier to create presentations, handouts, exams and other instructional materials in support of their classes. Users have access to materials during the day and evening hours upon request. A staff member is available to assist users.

When new equipment is introduced, workshops will be scheduled to assure staff is trained. Attendees are required to sign and date a Faculty/Staff Orientation form, indicating they have received training. When completed, these forms are forwarded to the School Administrator to be filed in the employee file.

The goals for the Learning/Media Resource Center (LMRC) grew directly out of a strategic planning process conducted in 2015 that sought to include all staff and departments:

Create a Learning/Media Resource Center experience for all users that:

- 1) Communicates information about services, resources and collections so that users are able to search, browse and discover in ways that are most useful and convenient for them,
- 2) Provides physical space designed to facilitate learning, research, and sustained intellectual engagement,
- 3) Extends the information intensive resources, services and programs of the library virtually to the FVI community regardless of location (Video Station),
- 4) Facilitates collaboration among Faculty, students and Library that enables sharing expertise and best practices to improve user service, expand access to library resources, and increase the Library efficiency.

Enhance Faculty Learning by:

- 1) Effectively “on-boarding” new faculty with information, services, and Program Director contact to enable them to quickly and effectively enter to FVI’s teaching and learning environment;
- 2) Providing access to strong collections of digital and print content: (Video Station, Evolve Instructor Resources.
- 3) Providing consultation, instructional and reference services designed to enhance the use of Academic resources, (Quick Reference Resource Center)
- 4) Providing discovery tools that facilitate efficient information discovery and retrieval as well as text and data analysis., (Video Station, Evolve Instructor Resources and Quick Reference Resource Center)

Strengthen library/media services and programs to support graduate research and education that:

- 1) Expand and enhance access to collections and information sources to support graduate research;
- 2) Provide instructional, consulting and research services designed to enhance graduate students’ ability to discover, access, and analyze appropriate scholarly resources in their specific subject area; and
- 3) Ensure a safe, secure and comfortable environment for research and writing at a graduate level.

Provide a learning environment, both physical and online, for undergraduates that:

- 1) Improves students' ability to discover, access, analyze and critique information;
- 2) Invites sustained engagement with intellectual pursuits by individual students or groups of students;
- 3) Promotes curiosity, creativity, and scholarly work through research services; and
- 4) Enables students to build capacities for information literacy that support lifelong learning and creativity
- 5) Ensures a safe, secure and comfortable environment for both collaborative learning and private study.

Strengthen Learning/Media Resource services for the two key Vocational Programs: Allied Health and IT Programs by:

- 1) Providing stronger coordination and collaboration with Program Director of Allied Health and IT with a focus on interdisciplinary learning and research;
- 2) Utilizing new and existing networks and relationships of editorials to maximize the network effect of these relationships with Elsevier, Cengage, Book Company, Logical Operation and Elsevier as online resources.
- 3) Ensuring the sustainability of scholarly collections in the context of the academic needs of FVI.

Budget:

Annually, the institutional budget will provide for an allocation sufficient to purchase related publications, periodicals and other resource documents. The fiscal budget will provide specific line items such Library Materials, Books and Publications and Teaching Materials.

The purchase of library and resource materials will focus on the disciplines taught at the institution. However, the institution shall have the opportunity to incorporate publications for self-enrichment.

Faculty and staff are encouraged to make purchase suggestions relative to the current programs offered at the institution. Periodically, student surveys will be utilized to obtain publication suggestions from the student body.

Assessment:

Annually, the members of the institution's advisory board and faculty will evaluate the library and educational resources. The information collected will be used to evaluate the current library and educational resources.

Access and Utilization:

Students must sign in at the desk when entering the Media Resource Center and before using the computers.

The Media Resource Center shall be open from 9 a.m. until 8 p.m. Monday through Thursday and from 9 a.m. until 5 p.m. on Friday. The center may be opened additional hours when requested by faculty or students.

The Program Director shall supervise the library and maintain an inventory of publications and resources. Students shall be encouraged to use the library through specific academic assignments provided for in lesson plans and syllabi. By publicizing the library, students and faculty shall be encouraged to utilize the library and educational resources.

Inventory:

An inventory is maintained by the Institution's hard drive and is up-dated as required.

REVIEW

Reviewer's Name: _____ Date _____

General Comments:

Florida Vocational Institute

Library Orientation

FVI maintains a small Learning/Media resource Center located in the main office area to which you have access Monday through Thursday from 8:30 a.m. until 8 p.m. and Friday from 9 a.m. until 5 p.m.

In addition to the Learning/Media resource Center, the main computer lab has internet WIFI access. You may also conduct research through the internet to supplement your learning.

Applicant Signature

Date
