Standard 5

Learning Resources

Media Services

1. **Roles and responsibilities of designated staff member(s).**

Student orientation to equipment and resources is the responsibility of Programs Directors (PD). Their responsibilities include maintaining media resources, demonstrating their correct and safe operation, and assuring their availability for student use. Also PDs are responsible for the repair and retirement of unsafe/broken, obsolete, or ineffective items. To keep informed of new and current educational support materials and equipment, instructors make contact with industry representatives, conduct technological research, attend workshops, and review vendor and publisher catalogs.

Instructors request complimentary desk copies of relevant textbooks and reference materials from publishers. If a resource needs to be purchased, instructors must submit a purchase requisition and obtain approval from the Program Directors. Once the request has been approved, the necessary purchasing procedure is completed.

The Program Director for each discipline are responsible for maintaining the computerized listing of media resource materials and requests annual updates from the all Faculty.