

Library & Media Services Plan

The purpose of the school's Library Media Services is to provide instructional media services to all staff and students throughout all campuses. Four committees were established to promote information literacy, ensuring that students and staff are effective users of ideas and information.

The committees responsible for overseeing the library and media services:

- Student Senate – meets monthly
- Educational Programs and Objectives Committee – meets semi-annually
- Institutional Improvement Committee – meets semi-annually
- Executive Committee – meets semi-annually

Minutes to all meetings are posted and accessible through the employee portal under the committee's page.

The responsibilities of Student Senate are to:

1. Provide campus support for all instructors in learning and teaching, collaboration, information access and program administration
2. Order and receive literacy resources for building the libraries through submissions of the Suggested Purchase form.
3. Prepare and catalog resources for inclusion in campus libraries on an annual basis
4. Assist with the administration of the student portal to ensure the most up to date information/resources are available
5. Ensure all classrooms are equipped with technology systems to support the teaching and learning process. (*in coordination with the IT Director*)
6. Work within the annual budget and provide input for annual budgeting to the President

The responsibilities of Institutional Improvement Committee are to:

1. Ensure annual review of student recommendations resulting in changes to accessibility to Library Media Service resources.
2. Promote the importance of reading for personal growth to students

3. Motivate students to develop a lifelong habit of reading
4. Provide professional growth activities for employees and students
5. Develop, compile, distribute and promote the annual student satisfaction survey

The responsibilities of the Educational Programs and Objectives Committee is to:

1. Ensure all equipment is kept up to date and in working condition
2. Provide classroom technology support to instructors and students
3. Maintain current inventory IT equipment/supplies
4. The direct contact for equipment set up and provide instructional use on the following:
 - Audio Cassette Player/Recorder
 - Camera (digital)
 - Camcorder, Video (Digital)
 - CD Player
 - Computer: Windows (PC)
 - DVD Player
 - Easel
 - Lectern/Portable Podium
 - Television/Monitor
 - TV/VCR Combination

Provide initial and support to all employees on the following applications:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Outlook