OPERATING POLICIES — SECTION 500

NUMBER: 500A
SUBJECT: MEDIA SERVICES PLAN
EFFECTIVE DATE: MARCH 10, 2017
APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; APRIL 21, 2008; JANUARY 24, 2011; NOVEMBER 23, 2015; MARCH 10, 2017
PAGE 1 OF 3

500A.1 — SCOPE & AVAILABILITY

BATC will provide learning resources required by faculty and staff in support of all program areas at all locations, including online and hybrid courses and programs.

500A.2 — EDUCATIONAL MATERIALS

Bridgerland Applied Technology College (BATC) has a comprehensive and relevant array of learning resources available to students. Each department maintains learning resource centers of current and relevant information specific to their field of study; centers are kept current by department heads and departmental instructors. In addition, BATC is a member of the UALC (Utah Academic Library Consortium) and the Pioneer Online Library, which are services of the Utah State Library Division. These two libraries provide a virtually infinite array of possibilities for students to access information throughout the United States.

500A.3 — PERSONNEL

Each department designates a departmental media liaison to be responsible for implementation and coordination of its media resources. Under the direction of the department head, the liaison maintains and organizes departmental learning resources.

500A.3.1 — ROLES AND RESPONSIBILITIES

Essential duties and responsibilities include the following (other duties may be assigned to meet department needs):

(a) Organize library material, equipment, and facilities for effective and efficient utilization and circulation.

(b) Plan, equip, and maintain attractive facilities for the department.

(c) Help the department keep collections current within the constraints of the annual departmental budget by purchasing quality print and non-print materials for the department.

(d) Assist in conducting a periodic inventory of library collection for the department and provide information to the Academic Learning Department.

(e) Perform other duties as assigned by the department head.

500A.4 — ORIENTATION

New student orientation will include information about the learning resources available in each department and, if needed, UALC and other resources. One-on-one training on current online learning resources for faculty and staff is available through the Technology Enhanced Instruction department as needed.

500A.5 — LEARNING SERVICES AND TECHNICAL INFRASTRUCTURE

BATC is a member of the UALC (Utah Academic Library Consortium) and the Pioneer Online Library, which is a service of the Utah State Library Division. These two libraries provide a virtually infinite array of possibilities for students to access information throughout the United States.

BATC's Information Systems Department ensures that technology and instructional information management systems are

OPERATING POLICIES — SECTION 500

NUMBER: 500A
SUBJECT: MEDIA SERVICES PLAN
EFFECTIVE DATE: MARCH 10, 2017
APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; APRIL 21, 2008; JANUARY 24, 2011; NOVEMBER 23, 2015; MARCH 10, 2017
PAGE 2 OF 3

integrated; provide ongoing analysis and planning of LAN/WAN operations; and make decisions for changes, upgrades, and new projects necessary to operate and maintain the internal technology infrastructure.

Internet and infrastructure backbone connectivity is provided by the Utah Education and Telehealth Network (UETN) data network, is maintained by the UETN, and is contracted throughout the state. BATC and the UETN maintain a Memorandum of Understanding for the contract licensing of the state-wide learning management system.

The majority of learning resources are located in the classrooms of the respective programs. Computer labs are conveniently located in several program areas. These labs have Internet access, allowing students to use the UALC databases, encyclopedias, periodical indexes, and other online resources. BATC will ensure that students have access to resources that are current, safe, and adequate to meet their program needs.

500A.5.1 INVENTORY OF RELEVANT EDUCATIONAL MATERIALS

Individual departments will maintain a current inventory of resources. All media resources will be inventoried by the department heads and accounting staff annually. Departments will assure that a variety of current and relevant educational materials, such as reference books; periodicals and manuals of a business, professional, technical, and industrial nature; audio-visual materials and equipment; internet access; and other materials to help fulfill the institution's purposes and support their department. Inventories of program collections, following BATC Capitalization policies, will be submitted to the Accounting Department.

500A.5.2 — REPLACEMENT

Department heads and departmental media liaisons will monitor and determine the media resource requirements for the individual departments. The media liaison and department head will help establish media learning resource needs for the College; and in conjunction with the Information Systems Department, will determine the best time frame for replacement of computers and other media equipment. Inventory maintained within individual departments will be monitored and updated annually by department heads who will work with the departmental media liaisons to upgrade and maintain libraries and media equipment.

500A.5.3 — REPAIR AND MAINTENANCE

BATC has an expense budget for the repair and/or replacement of media equipment and supplies administered through each departmental budget. The Information Systems (IS) and Maintenance staff will work closely with the departments providing installation and set-up of new technology equipment, performing maintenance and repair, and facilitating an annual evaluation of technology resources. Technical problems will be reported through the work order system and a technician from the IS Department will assist with set-up, repair, and upgrades as required. Each instructor is responsible for overseeing the regular maintenance of the equipment in their classroom, and the department heads are responsible for their department resources. Equipment will be serviced on a regular basis.
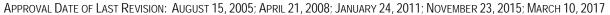
500A. 5.4 — BUDGET AND EMERGENCY PURCHASES

The annual budget for learning resources is administered by individual program budgets. College resources are distributed to each department to support the purchase of professional journals, videos, media equipment, and all learning resources. The Purchasing Committee oversees large purchases that are distributed as needed throughout the College. Emergency purchases and center-wide purchases outside of departmental budgets are done through the College President and the Purchasing Committee.

OPERATING POLICIES — SECTION 500

NUMBER: 500A
SUBJECT: MEDIA SERVICES PLAN
EFFECTIVE DATE: MARCH 10, 2017
APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; APRIL 21, 2008; JANUARY 24, 2011; NOVEMBER 23, 2015; MARCH 10, 2017
PAGE 3 OF 3

500A.5.5. — ONLINE AND HYBRID RESOURCES

Online and hybrid courses will be coordinated with the Technology Enhanced Instruction Department and the respective instructional departments. The Information Systems Department will provide technical support as needed to assist with online courses.

500A.6 — ADVISORY COMMITTEE RESPONSIBILITIES

The Academic Learning Advisory Committee has the responsibility of working with the departmental media liaisons to maintain current media information at the College. The advisory committee will meet a minimum of two times annually to discuss topics including, academic support, testing thresholds, learning resources, etc.

500A.7 — COPY CENTER AND COPYRIGHT

All copies made of a copyrighted publication must have a copy of the permission letter included (provided by the person requesting the copies). Copyright laws and BATC copyright policies (600.611) will be closely followed. All learning resources at BATC will strictly adhere to all copyright laws.

500A.8 — EVALUATION AND IMPROVEMENT

BATC students at all campus locations, and through online/hybrid courses, will be surveyed upon completing requirements for graduation to evaluate instruction and services. The information provided by the student evaluations will be used by administration to evaluate the need for learning resources and school-wide performance. Advisory committee members will be used to evaluate current resources, identify future needs, and give recommendations.