

**Baldwin Park Unified School District
Adult and Community Education
MEDIA SERVICES PLAN**

THE SCOPE AND AVAILABILITY OF SERVICES

The extent of the Learning Resource Services at the Baldwin Park Adult and Community Education (BPACE) is to provide students with current, comprehensive information related to the area of training. The accessibility provides students with opportunities that intensify the quality of instruction and support the overall mission of the BPACE. Individuals learn in a variety of ways; therefore, a multi-media approach is effective in providing learning experiences for students.

EDUCATIONAL RESOURCE MATERIAL AND PURPOSE

BPACE provides a pertinent display of diverse educational resources to support each instructional department. The educational resource materials are current and available for use by the students and the faculty. These resources provide support to each instructional program in the classroom and lab environment. These materials include periodicals; business, professional and technical reference manuals; audiovisuals; cassettes; and instructional DVDs/CDs. Computers and program related software are also available. Internet access is available at all campuses.

The purpose of the Media Service Plan is outlined as follows:

1. To provide and organize materials and resources for the instructional programs.
2. To provide adequate physical facilities for media services.
3. To provide adequate access for both students and faculty to media services.
4. To provide a method of maximum circulation of materials throughout the campus.
5. To provide, as needed, in-service training for faculty using media services.

STAFF PERSON RESPONSIBLE FOR IMPLEMENTATION AND COORDINATION

The professional staff person responsible for the implementation and coordination of the Media Services Plan is the Senior Director.

RESPONSIBILITIES

Senior Director

1. Review and approve relevant purchase requisitions as funding permits.
2. Provide funding, within budgetary limitations, for media resources.
3. Designate individual responsible for updating and maintaining inventory listings.

Instructors

1. Request and maintain equipment and supplies required for each department Learning Resource Center.
2. Supervise and administer departmental resource centers.
3. Review professional literature, trade journals, and literature provided by various companies to determine new items available.
4. Make industrial visits; attend conference/workshop exhibits and presentations.

Library Technician

1. Maintain computerized listing of learning resource materials at campus.
2. Provide listing to individual instructors and administrative office.
3. Request periodic updates from individual instructors on additions and deletions in learning resources available in department.
4. Provide addendum to Learning Resource Inventory listings as needed.

ORIENTATION FOR USER GROUPS

The availability and use of media resources is discussed with students during campus and departmental orientations. They are also oriented to media and equipment on an as-needed basis. Instructors may request orientation to new media and equipment from vendors or other faculty members who may be more knowledgeable of specific media resources. Students are advised not to use new or unfamiliar equipment or supplies without seeking assistance from their instructor.

FACILITIES ESSENTIAL FOR USING MEDIA MATERIALS

The BPACE Library is located at the ACT Center campus and is managed by the Library

Technician. An instructional resource center is located at the Adult Education campus. An instructional resource center is located at the Adult Education campus. In addition, internet access is available in all classrooms to enhance student learning and research activities.

BUDGETARY REPORTS

Provisions for the support of media resources are made in the annual budget. Instructors may request media resources as needed. District's purchasing guidelines must be followed when ordering equipment and supplies. The Senior Director approves all media resources and equipment purchases. In addition to state funding, the school receives federal dollars (Carl Perkins) annually for use in enhancing the learning experience.

EVALUATION

The effectiveness of media resources is measured using instructors' and students' evaluations, in addition to student exit surveys and student evaluation of instruction. The Faculty and departmental advisory committees review the learning resources and suggest purchases when necessary.

BPACE uses a multi-learning approach in providing its educational services. Its long-range goals encompass the acquisition and installation of appropriate equipment and resources to meet the ever-changing needs. As a result of this, instructors remain diligent in researching the educational process in order to provide the equipment and materials necessary to support the objectives of the course content. Instructors and occupational advisory committee members evaluate technological updates, industry trends, and employer training needs in order to maintain an exemplary instructional, skill-based educational opportunity for all BPACE students.

MEDIA SERVICES PLAN PROCEDURES

Senior Director

1. Review and approve relevant requisitions as funding permits.
 - A. Provide adequate funding, within budgetary limitations, for media resources.
 - B. Check for any priority requirements.
 - C. Assign accountant to keep instructors aware of subscription notices and to request

- requisitions as notices are received.
- D. Review all requisitions for books, equipment, and material related to resource media.
2. Designate individual responsible for updating and maintaining inventory listing.
- A. Assign professional staff person as designee.
- B. Instructors prepare their learning resources inventory lists and make available to the designee.
- C. Remind instructors to keep learning resources inventory lists in department updated.

Instructors

1. Request and maintain equipment and supplies required for the Media Resource Center.
- A. Keep all resource media equipment in working order.
- B. Request complimentary copies of books to add to departmental media resource centers.
- C. Keep appropriate professional journals and magazines on hand, requesting additional titles when needed.
- D. Make notations of additions to department learning resources on instructor's inventory copy for updating of inventory list.
2. Review professional literature, trade journals, and literature provided by various companies to determine new items available.
- A. Request professional magazines relevant to the department.
- B. Request literature relevant to material taught within the department that might offer additional assistance to students.
- C. Submit requisition for magazine orders to Teacher on Special Assignment.
4. Request information on media resources from the advisory committee members in meetings.
- A. Discuss media resources with occupational or media services advisory committee members.
- B. Discuss industry changes with advisory committee members.

Library Technician

1. Maintain a computerized listing of Learning Resources Inventory available at each

campus.

- A. Update computerized listing of resource materials.
 - B. Make back-up copies of computerized listing of resource materials.
2. Provide listing accessible individual instructors and administrative offices.
 - A. Prepare PDF file of all learning resources inventory at each campus.
 - B. Post learning resources inventory resource area of website.
 3. Request periodic updates from instructors on additions and/or deletions in resources available in department.
 - A. Procure updates from instructors on additions and/or deletions in resources available in department.
 - B. Update computerized copy of learning resources and back-up copies.
 4. Provide addendum to Learning Resources Inventory listing as needed.
 - A. Gather previous inventory lists and make revisions as necessary.
 - B. Post addendum to website as needed.
 5. Revise and post entire listing on a timely basis.
 - A. Prepare a complete revision of learning resources as needed.¹

¹ Revised 2-12