

# GILIGIA COLLEGE

## MEDIA SERVICES PLAN



The Giligia College Media Services Plan is designed to ensure the availability of media that are appropriate to the Giligia College mission, which is to provide rewarding, competency-based, affordable, and accessible career preparation for adults that meets the needs of California employers.

### **Scope and Availability of Services:**

Media resources at the Giligia College include reference books, periodicals and professional and technical manuals; audio-visual materials and course related equipment, access to the internet and online learning resources.

Giligia College students have on-site access to the academic library which includes the programs latest textbooks, periodicals, and journals. Additionally, Students can access these library resources during the posted library hours.

Electronic resources for all students, faculty and staff at Giligia College include access to the Internet and, correspondingly, access to college library desktop resources.

## **Scope and Availability of Current and Relevant Educational Materials:**

The Giligia College campus has a designated computer station for students. All Giligia College staff and faculty have computers that provide online access to the following resources:

We offer supplemental reference materials that are primarily used in the Library. Technical magazines and other similar publications are also available in the Library. Students also have access to the online portal that contains the e-Reference Library with thousands of reference materials for certain program content. All software necessary for student learning is available at each workstation on campus and all Giligia students must have an up-to-date computer to complete their coursework.

Certification test preparation software is also made available for all students to assist them in preparing for the exams. Each student's workstation has Internet access which is required for them to complete their lessons. Each student receives a USB drive to store files and has access student data. Instructors have access to a drive (School Record Keeper Database: Drive) on the server where the Director regularly downloads updated student data and courseware, testing materials and other learning resources. The students have access to an online portal that contains their courseware, eBooks and an e-Reference Library that contains thousands of course related textbooks. The materials available are approved by the Director.

There are numerous materials used in the classroom to supplement the learning process that include: a LCD projector, whiteboards, dry-erase markers, PC kits and other materials that would be useful to the students and staff. All supply concerns are addressed by the Director and Assistant Administrator. Supplies are ordered by the school's Director as needed.

**The availability of services includes:**

- Campus Library - Hours: 9:30A.M. – 5:00P.M. (M-F)
- E-Reference Library (virtual online library opened 24/7)
- Overhead projectors mounted in the ceilings of each classroom.
- On site reference materials in a variety of occupational fields taught at Giligia.

In addition to these online resources, each occupational program maintains appropriate materials in the classroom that support the programs fully. These materials are kept current and relevant through annual review by faculty and staff during the Instructional Planning Meetings for each program area of the institution.

Base budgets include funding for the purchase of standard learning materials. Media purchases that require a significant expenditure of funds are considered and prioritized for purchase by administration. The Materials needed are provided specifically for each course, which are available throughout the institution. These related course materials support the specific educational programs and provide a quality learning environment that is consistent with the institution's mission.

**Implementation and Coordination of Media Services:**

The implementation and coordination of media services is the responsibility of the School Director with the help of faculty and staff. The program directors determine which media services are necessary to support the program and communicate this information to the campus director who then implements and coordinates the provision of the requested media services.

## **Roles and Responsibilities:**

The College Director is responsible for the coordination of media services in their program areas. Designated Faculty ensure organized access to books, periodicals, instructional software, equipment and that the Internet connection is strong in their classrooms so that the training and educational objectives for each program is met.

The Director ensures that the budget is adequate to obtain needed media resources for their programs. Giligia would like to encourage for instructors to request relevant educational materials and equipment that may adequately support the educational program and help fulfill the mission of Giligia College. Purchase requisitions for media resources are processed through the Giligia College Business Office and filed away by staff on a searchable data base. This process ensures that inventory is complete, accurate and up-to-date at all times. The learning resource database is easily accessible for faculty and staff. Materials can be located by searching for title, author, program area, or by site. Equipment and software expenses associated with the learning resource computer stations at each campus are handled through the same process.

### **The responsibilities of the college director are as follows:**

- Inventory all resource materials.
- Report on the status of the Media Services and make recommendations and suggestions about replacing/adding or modifying the materials annually.
- Ensure that the location is being maintained in the proper order.
- Orientate the Giligia community on the procedures of the center.
- Confirm there is a line item for Media Services and replacements in the budget.
- Confirm the website is being maintained in the proper order.

## **Orientation to Available Media Services:**

**Students** – Every student who enrolls in the programs at Giligia College receives an orientation which includes information on accessing available media services during their new student orientation meeting. This orientation includes detailed information on how to access the institutions media services. Students have the opportunity to learn exactly how to access the resources available to support their efforts in achieving their educational objectives. In addition, this information is printed in the Student Handbook and students are also encouraged to seek guidance at any time through the Student Services Department.

**Staff and Faculty** – Every staff/faculty member hired by Giligia College is provided with a comprehensive orientation by the reference librarian. Staff and faculty are informed of access to available media services. Faculty and staff share the responsibility to assist with keeping materials relevant and current in their program areas by providing input at the Annual Instructional Planning meetings.

## **Media Services Facilities & Learning Resources:**

The learning resource computer stations and learning resources in the program areas are available to students and potential students to provide essential resources such as internet access, dictionaries, magazines, resource journals, reference books, periodicals and materials / software specifically related to the training program. All faculty and staff have internet access to online resources and can access program learning resources if necessary.

## **Annual Budget:**

Giligia College recognizes the importance of providing current and relevant educational materials to students, faculty and staff. Annually as the budget is prepared, careful consideration of these needs is analyzed and each program budget includes an amount to be spent in maintaining adequate Educational materials needed by each program. A budget report will be utilized to maintain data regarding purchase and placements.

## **Maintenance and Replacement of Equipment**

The annual budget allows for purchase and repair of equipment as needed. The Director is responsible for ensuring that equipment is in good working order and of conducting routine inventories of book materials. Giligia's Assistant Administrator is responsible for installing, configuring, maintaining, troubleshooting and repairing the computers, along with Giligia's third party vendor. When computers are diagnosed as irreparable, they are designated as hardware lab equipment. Requests for replacement of equipment are made to the director's office, and upon authorization by the Director, will either purchase or lease replacement equipment. Replacements are made as quickly as possible.

## **Evaluation of Media Services:**

As part of the student evaluations, media services are evaluated for effectiveness and utilization. Input obtained from the surveys is analyzed by faculty and program managers and heavily considered as they make their recommendations for media services purchases and modifications at the annual planning meetings.