

NUMBER: 500A

SUBJECT: PLAN -- MEDIA SERVICES AND MAINTAINING, REPLACING, & DISPOSING OF EQUIPMENT

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; APRIL 21, 2008; JANUARY 24, 2011; NOVEMBER 23, 2015; MARCH 10, 2017; JUNE 19, 2017, JUNE 18, 2018

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**500A.1 — SCOPE & AVAILABILITY**

The College 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**

The College has a comprehensive and relevant array of learning resources available to students. Each department maintains learning resources of current and relevant information specific to their field of study; media resources are kept current by department heads and departmental instructors. The College provides online media resources available for all students to access when applicable to their coursework. In addition, the College is a member of Pioneer Online Library, which is a service of the Utah State Library Division. This library provides 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 an annual 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. 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 FACILITIES**

The College is a member of the Pioneer Online Library, which is a service of the Utah State Library Division. This library provides a virtually infinite array of possibilities for students to access information throughout the United States. The Information Systems Department ensures that technology and instructional information management systems are integrated; provide ongoing analysis and planning of LAN/WAN operations; and make decisions for changes, upgrades, and new projects necessary to operate and

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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.

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 online resources including, Utah's Online Library, medical databases, newspapers, encyclopedias, periodical indexes, and other resources. The College 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 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 – 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, with additional support from UETN, will provide technical support as needed to assist with online courses.

***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.

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**500A.5.5 — REPAIR AND MAINTENANCE**

The College 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.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 such as 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 College copyright policies (600.611) will be closely followed. All learning resources at the College will strictly adhere to all copyright laws.

**500A.8 — EVALUATION AND IMPROVEMENT**

Students at all campus locations, and through online/hybrid courses, will be surveyed upon completing requirements for graduation to evaluate both program instruction and College services. The information provided by the student evaluations will be used by administration to evaluate the need for learning resources and school-wide performance. Summary results of student surveys will be provided to the department heads in their annual employee evaluation. Additionally, programs will utilize Advisory Committee members to evaluate current program resources, identify future needs, and give recommendations annually.

**500A.9 — MAINTAINING EQUIPMENT AND REPLACING OR DISPOSING OF OBSOLETE EQUIPMENT**

The College is organized into relatively autonomous departments or cost centers for purposes of budgeting and management of those budgets. Each department head is responsible for maintaining the equipment in his/her respective department along with replacing and/or disposing of obsolete equipment. The Accounting Department maintains a list of equipment by department, which is reviewed with each respective department head on an annual basis.

Maintenance and repair of existing equipment is completed by the respective department head or instructor, by the College's Maintenance Department, or by an external vendor or contractor as needed and determined by the respective department head.

Requests for new equipment or for replacement or upgrade equipment are submitted to the Controller and/or Appropriate Vice President so resources can be pursued or budget allocations can be made in a prioritized manner.

Disposal of equipment is accomplished through transfer to another department within the College or by permanent disposal. Either method is communicated to the Accounting Department using the current forms.