

MEDIA SERVICES PLAN

Objective: The scope of the Media Services Plan is to provide learning resources, which are readily available and used by students, faculty, and staff. The plan ensures learning resources are appropriate to the mission of the institution and support the objectives of the educational programs. Media services are available: Monday – Thursday 9am-6pm. The schedule is posted; additional hours may be made available by contacting the School Director or student instructor.

School President Contact Information:

Tim Slater (618) 474-0616, fax (618) 474-0615

CALC, Institute of Technology, 200 North Center Drive, Suite A, Alton, IL 62002

Materials: The media center houses learning resources, provides internet access, offers a variety of current and relevant educational materials, such as reference books, periodicals and manuals of a business, professional, technical, and industry nature within the scope of program objectives. Faculty members make recommendations for classroom textbooks, lab and other instructional materials. Students can access materials on www.calc.edu; select student services / library resources. Materials are available for use by students, faculty, and staff.

Staff Assignments: The School President is responsible for the implementation and coordination of media services. Janis Pruitt, Alton campus; Lucas McCarty, O'Fallon campus is assigned to the center Monday – Thursday 12:00pm -1:00pm to assure the area is kept organized and functional. When a student is in need of assistance, they can directly contact a staff member.

Orientation: Students and staff are introduced to the media service center during new student and/or employee orientation. Students are given access login to Media Service and classroom computers. In addition they are informed of the school's online library at:
<https://calc.edu/student-services/resource-library/>

Facility: Each campus has a dedicated area assigned for the media service center. Equipment and fixtures include tables, chairs, computers, and presentation equipment. Offerings are appropriate for the scope of learning budgeted annually to support the media service area.

Evaluations: The school's institutional advisory committee, faculty, staff, and students evaluate the Media Service Plan annually.

Feedback: Completed evaluation forms are utilized to determine the effectiveness of media services, to improve service offerings and to establish an annual budget.