



**MARION TECHNICAL COLLEGE  
PLANS AND PROCEDURES MANUAL**

**Media Services Plan**

**EFFECTIVE SCHOOL YEAR: 2022-2023**

REVISED: OCTOBER 11, 2022

A DIVISION OF THE MARION COUNTY PUBLIC SCHOOLS  
AN EQUAL OPPORTUNITY SCHOOL DISTRICT

# MARION TECHNICAL COLLEGE

## MEDIA SERVICES PLAN

### **PURPOSE**

The purpose of the Media Services Plan is to support Marion Technical College's (MTC's) educational programs so that the students' educational goals will be met and the school's mission fulfilled.

### **INTRODUCTION**

MTC believes that students must be equipped with the skills to create, retrieve, manage and synthesize information for productive purposes and, most importantly, to make decisions and evaluate problems based on that information. Students must be prepared to work with industry- standard tools, devices, procedures, materials, and other industry-specific technologies, and the best way to accomplish that preparedness is for the resources to be available in the classroom. Media services located at the classroom level, allows students and instructors to access relevant materials in their classrooms.

### **SCOPE AND AVAILABILITY OF THE SERVICES**

With the removal of the Professional Library resources from MTC campus, it became necessary to move all media resources to the classroom level. Because of the relocation of the Professional Library prior to 2013-2014 school year, the decision was made to design and develop a new Student Resource Center for students, staff, and faculty use.

Because the programs at MTC have very different subject area needs, each program and/or department maintains its own media resources in an area available to the students. The inventory for media resources for all programs is kept on the school intranet which is accessible to all faculty and staff. This practice facilitates inter- departmental sharing of resources as needed. Relevant materials are purchased for the purpose of supporting educational programs and supplementing instruction and are available for student use during program hours. Students may check out program media materials at the discretion of the instructor. These decentralized media centers house reference books, professional journals/periodicals, audio and video media, software, online resources for specific industry needs, and related equipment pertinent to the particular program. Instructors, with the input from advisory committee members, students, and industry partners, work closely with the administration to provide appropriate media services for all programs.

Computer labs are available for use on a limited basis. A wide variety of software is loaded on the computers so students can conduct online research and/or complete curriculum competencies.

Our Student Resource Center is centrally located on the main Marion Technical College campus. The center is accessible by both faculty, staff, and students with their Marion Technical College ID badges. There are computer stations that have access to the Microsoft Office suite and the internet, so that any computer can be fully utilized to assist students in both accessing study material, coursework, or completing projects. Our Student Resource Center also has a myriad of reference material for our students to utilize both for their program of study and for personal betterment.

## **CURRENT AND RELEVANT EDUCATIONAL MATERIALS**

Each program media center houses a variety of auxiliary educational materials that complement the professional materials used in the program. The media resources consist of books of a business, professional, technical, and industrial nature; reference materials, audio-visual materials including videos, CDs and DVDs, technical magazines and other pertinent periodicals. Programs utilize web-based student and instructor learning resources available in their career fields. Audio-visual equipment utilized in program areas includes DVD, video projectors, and document cameras, computers with internet access, printers, digital cameras, and scanners. The Student Resource Center is also available for all students, faculty and staff for research, studying, and various uses. Copy machines are available in multiple areas of the school for teacher use, and students needing reasonable copies are also accommodated.

## **STAFF PERSON RESPONSIBLE FOR IMPLEMENTATION AND COORDINATION OF MEDIA SERVICES PLAN**

The Assistant Principal is the designated administrator responsible for implementation and coordination of the Media Services Plan.

## **STAFF ROLES AND RESPONSIBILITIES OF DESIGNATED STAFF MEMBERS**

An assigned Program Manager maintains the school wide media inventory with the assistance of instructors and also ensures that the updated inventory is available on the school intranet. Instructors and/or department chairpersons are responsible for maintaining accurate program media. Material check-out and returns are under program instructor supervision.

## **ORIENTATION OF USER GROUPS**

New instructors are oriented to the program media center in their area through participation in MCPS's Teacher Orientation Program. Each new instructor is paired with a mentor teacher who familiarizes him/her with the available learning resources.

The Media Services Plan is posted on the school's SharePoint and reviewed by school administration. Throughout the year, periodic orientation and training is available to faculty and staff on the availability and use of media resources, online systems, computer equipment, software, etc. Program instructors provide orientation to students concerning the media resources, and information about media resources is also published in the school catalog.

## **FACILITIES ESSENTIAL FOR USING MEDIA MATERIALS**

Since most of the media and technology are decentralized throughout the campus in specific program areas, a dedicated Resource Center is needed. Allied Health, Business/Technology, and Radiology programs maintain departmental libraries that are shared among the programs. Computers can be found in various locations in the classrooms. Students and faculty also have access to the Student Resource Center. All staff and faculty have access to the institution's SharePoint where the school wide inventory of media resources are available.

## **ANNUAL BUDGETARY SUPPORT FOR MEDIA SERVICES**

Administration meets annually with each Program Manager/Coordinator to discuss program needs including media and equipment. Based on the discussion, each program/department is then given a budget with which to purchase supplies and resource materials. Funds are allocated to the program/department budgets from the general budget, and grants. Equipment, software, DVDs and online resource license purchases may be requested through the annual Perkins V Grant Fund.

## **EVALUATION OF EFFECTIVENESS OF MEDIA SERVICES**

Program surveys which include questions rating reference materials and resources are asked of students during each school year. Responses are reviewed by the administration to determine areas of need. These evaluations allow administration and instructional personnel to identify strengths and weaknesses and respond accordingly.