

GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE
CINCINNATI, OHIO

POLICY TITLE: MEDIA CENTER

The Media Center compliments the education program of the Good Samaritan College of Nursing and Health Science by providing access to a variety of educational materials for students and faculty.

I. Orientation:

Orientation to the Media Center is provided for all incoming students and all new faculty.

1. Students – The Media Coordinator provides brief introduction during orientation and a written guide summarizing use of Media Center.
2. Faculty – Faculty members will schedule a time with the Media Coordinator for new faculty to be oriented to the Media Center as part of faculty orientation.

II. General Rules:

1. Hours of operation are posted. Student Media Assistants will provide evening coverage.
2. When the Media Center is locked, students may sign out the Media Center key during hours reception desk is staffed. A record is kept in the Reception Desk Key Log.
3. Anyone accepting the key is responsible for the equipment, contents and appearance of the Media Center during that period of time.
4. Use of materials will conform to Fair Use Provision of the Copyright Law and to the specifications for safe operation of equipment determined by manufacturer.
5. Earphones must be worn by the individual when more than one program is being viewed at a time.
6. Request forms for Media Resources must be filled out no later than 4:00 PM the day prior to use.
7. No food or beverage is permitted in Media Center.
8. Excessive noise is prohibited in Media Center.
9. If user does not conform to above rules, user will be asked to leave.

III. Accession

Materials that support the curriculum will be acquired by the Media Center.

Procedure:

1. Preview material is obtained by faculty request or search done by the Media Coordinator.
2. Materials are previewed and an evaluation form is completed with recommendations and returned to the Media Coordinator.

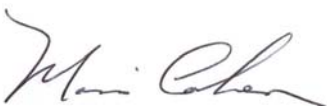
3. Copies of completed evaluation forms are given to the Dean of Academic Affairs and the Department Chairs for consideration regarding budget allocations.
4. Approved purchases will be communicated to the Media Coordinator for processing and ordering. Faculty are notified of new arrivals via voice mail and/or e-mail.
5. Media Coordinator will maintain a current list of all A/V media resources
6. Media Coordinator in conjunction with the library will catalogue all A/V media resources located in the college

IV. **Review Process**

Materials which are outdated either by technical progress, policy, or curricular change and which have no historic value will be deleted from the collection.

Procedure:

1. A list of A/V media resources which have not been used or reviewed for five years will be compiled by the Media Coordinator.
2. The Faculty Senate Chair will be given copy of the list.
3. The Faculty Senate Chair will distribute the list to the Department Chairs for the course representative to review. The course representative will make recommendation to the Faculty Senate for deletion, replacement, and retention.
4. The Faculty Senate will act on recommendations and forward the information to the Media Coordinator.
5. The Media Coordinator will be responsible for the deletion of the A/V media resources.

Approved By:  Date: 8/19/10

Revision Effective Date: 8/10

Review/Revision Dates: 3/05, 7/1/02, 8/2010

Responsible Committee: Faculty Senate