

# PTC - St Petersburg Campus

Media Services Plan



*Opportunity starts here*



## Mission Statement

*Provide students the opportunity to develop national workplace competencies to fill the needs of business and industry.*

## Vision

*To be our communities' first choice for workforce training.*

## Core Values

*Focus on attracting and retaining students*

*Implement and maintain systems to enable all students to succeed*

*Deliver customized employer driven training*

*Be accountable for our students' learning outcomes*

*Provide learning experiences when and where necessary to meet our customers' needs*

*Maintain a safe environment conducive to learning*

*Recruit and develop quality staff*

PTC - St Petersburg Campus  
**MEDIA CENTER PLAN**

**1. INTRODUCTION**

Pinellas Technical College - St. Petersburg Campus is a career, technical and adult education institution within the Pinellas County School District located in south St. Petersburg. PTC has a written plan for its media services. The written plan is appropriate and inclusive of all methods of program delivery.

The centralized Media Center serves the technical and workforce education programs with its diverse student populations and different educational needs. The facility is located on the second floor of the main building. The facility has room to seat approximately fifty students and staff. There are public areas for quiet reading; a relaxed periodical section for recreational reading; a section for small group meetings with a Smartboard and television for viewing; and an area for computers. An extension area directly across from the media center is beautifully furnished and includes WIFI capability and a comfortable seating environment for students. This adjacent area serves a dual purpose: a spot for quiet individual study and an area for group projects and/or meetings. Orientation to Media Services is covered on the students' first day during the school orientation session. All new staff members are given a tour and made aware of all services offered by the Media Center.

The facilities and technical infrastructure is essential for using media materials. The media center is housed with equipment, supplies and resources for faculty to use to support their programs. There is a lamination machine, an LCD Projector, a copier/printer and computers for instructors to develop instructional materials. Collaboration with Commercial Photography and Television Production is available to assist in developing multi-media productions when appropriate.

## 2. SERVICES

The Media Center has current and relevant educational materials to support the curriculum in a variety of formats. These include: reference books, periodicals, books in subject areas of the programs PTC offers, audio-visual materials and equipment, internet access and other materials that help fulfill the institution's purposes and supports its educational programs.

Circulation of materials is an important part of the Media Center operations. Every effort is made to expedite the circulation process and provide quality service to our patrons. This is accomplished through the Follett's Destiny Circulation System which is web-based. The following circulation rules are in effect for students:

- Books may be checked out for 2 weeks and are renewable
- Check-out limit is 3 books
- Previous issues of popular magazines and reference books may be checked out overnight or for week-ends
- All students must adhere to the Pinellas County Schools Internet Usage Policy
- Copies made from the printer and copies printed from the computer are available at \$.10 a page
- Laminating is available at \$.25 per item

## 3. ANALYSIS

The Media Center has a variety of current and relevant educational materials, such as reference books, periodicals, an on-line periodical database that's accessible both at school and at home, a DVD collection, a professional collection, internet access, equipment and other materials that fulfill the institution's purposes and support its educational programs.

Both print and non-print materials are selected to support and enrich the curriculum, promote critical thinking, provide current factual information, encourage aesthetic appreciation, literary growth and ethical values with consideration for differences in students' interests and abilities. The instructors have access to the District Library Resources and databases. In addition to the Media Center's collection, we have access to materials throughout Pinellas and across the state.

### Selection Tools and Responsibility for Selection

Tools used to select materials for the Media Center include numerous library review sources and professional journals, including Library Journal and trade journals. Selection is based heavily on the faculty's specialized knowledge in their respective subject areas. The Library Media Assistant considers input through requests and suggestions made by faculty, staff and students. Input from all members of the educational community served by the Media Center is strongly encouraged.

### Criteria for Selection

The following criteria are used as a guide in materials selection:

- Contribution of the material to the curriculum
- Degree of interest and appeal to students and staff
- Educational importance
- Favorable reviews
- Reputation of author or publisher
- Validity, currency and appropriateness of material
- Representative viewpoints on controversial issues
- Variety of format
- Timeliness
- Appropriate Lexile levels of the student and faculty

### Evaluation and Weeding

Evaluation and weeding the Media Center's collection by withdrawing and discarding materials is important in maintaining a quality collection. Items will be considered for removal from the collection which meet the following criteria:

- Are in poor physical condition
- Contain outdated information
- Contain inaccurate information
- No longer support the curriculum
- Date of Publication older than Ten Years

### Challenged Works

The School Board mandates that there is a committee in place in case there is a question by a student or a parent of the purpose and educational value of a book or video in the Media Center collection. The site administrator selects the school based committee at the beginning of the school year. If a work is challenged, there is a system of procedures that are followed as outlined in the Pinellas County School Board Policy Manual.

## **4. STAFF**

A Library Media Assistant is responsible for the implementation and coordination of library media services. The Library Media Assistant plans, arranges, administers and implements the Media Center Program and supports the mission and objectives of the school district. The roles and responsibilities are:

## 5. Roles and Responsibilities of Staff Members

### Administrative

- Establishes annual and long-range goals
- Plans, arranges, administers, operates and supervises the Media Center developing policy for efficient operation and optimal service
- Develops a balanced collection representative of diverse points of view
- Encourages faculty input concerning suggestions for purchase
- Prepares and administers the Media Center budget and keeps records of expenditures
- Plans and maintains a professional library to promote professional development
- Maintains an efficient system of classifying, cataloging, and circulating all library materials
- Arranges for interlibrary loans within and outside the district
- Encourages appropriate student behavior in the Media Center
- Through service in the building, participates in curriculum committees
- Maintains cooperative relationships with local libraries and other community organizations
- Keeps records of student use, circulation, purchases and losses; provides reports as required by administration
- Supervises the regular inventory of library materials, evaluates the collection, weeds obsolete and worn materials and updates inventory records and the catalog
- Displays materials to promote use of Media Center materials
- Creates an environment that fosters use by students and staff
- Works cooperatively with many groups within the school

### Consultant

- Assists teachers in integrating library/media center services and instruction with classroom learning
- Assists teachers in finding materials to support instruction as well as professional growth
- Serves as a resource person to administrators, teachers and students

### Instructional

- Provides group and individual instruction in information skills, and use of resources and equipment
- Provides orientation materials to new students
- Provides individual orientation for new instructors as needed
- Guides students in materials selection
- Prepares topical and new materials listings to support classroom instruction
- Works with students in all programs and ability levels

### Professional

- Attends workshops, in-service activities and conferences and takes course and online activities to update professional skills
- Has an electronic resource, Destiny, that fosters professional growth for students and staff
- Functions as a school resource for issues regarding copyright
- Maintains professional relationships with faculty and administrative staff
- Participates actively in professional associations

### Support Staff

Staff may serve as overseers, library assistants, clerical assistants and/or attendants in the media center. The activities range from supervising students who are in the media center, assisting teachers, shelving books, checking books in and out, doing bulletin boards, and other library/media activities.

## **6. BUDGET**

An annual evaluation of the effectiveness of media services and utilization of the results is done to modify and improve media services. Funds are allocated for the purchase of books, periodicals, software and equipment. The budget provides for supplies and maintenance of equipment. Special state allocated funds for library media materials based on the number of high school students are given each fall. The Office of Library Media/Technology provides additional funds to purchase periodicals. Through a special county referendum drive to improve school resources, the Media Center was and continues to be awarded varied amounts in support of reading.

## **7. EVALUATION**

The services in the Media Center are evaluated in several ways, through the use of a suggestion box; a student has an opportunity to voice complaints and or suggestions for improvement; questions are provided on the Student Satisfaction Survey pertaining to the media center; and, administrators provide feedback and/or recommendations for improvement when appropriate. Circulation statistics and usage are maintained through Destiny, the automated Library System. In addition attendance records are kept on the number of students using the Media Center and classes that come into the Media Center. These statistics are indicators for future areas of purchase.

Instructors have opportunities to make suggestions for purchases, such as periodicals and supplementary reading materials for their technology, and are encouraged to do so by the Library Media Assistant. Students may leave requests in a suggestion box located at the circulation desk. Students have suggested books for purchase, concerns they have and services they would like the Media Center to offer. Whenever possible, suggestions are implemented.