



A16.01.02 Centralization of Learning Resources Materials

Effective Date: June 8, 2004	New:
Replaced: April 18, 1991	Revision: X

Policy Statement

The College will maximize access to all learning resources through the centralization of print, electronic resources, including print and electronic reserves and educational technology materials, including videos, DVD's CD's, LPs, slides, computer software, learning kits and other materials and their playback equipment within the Libraries of Douglas College.

This policy applies to all Learning Resource's materials except for the housing of specific classroom/lab materials and equipment in appropriate departmental classrooms and other college locations. All other learning resource materials and equipment will be held by the Library and will be borrowed or booked ahead by faculty or students for specific classroom needs and for research needs.

Information on the Learning Resources Collections Development Policy can be found at <http://library.douglas.bc.ca/library/about/coldevpol.html>.

Procedures/Rules Statements

1. Learning Resource Materials

Approved purchase requests for all learning resource materials will be forwarded to the Director of Learning Resources. The Library Technical Services unit will provide access to materials through acquisition, cataloguing (library materials only), processing and distribution. Technical Services will process the invoice against the originating department budget.

2. Educational Technology Materials and Equipment

All requirements for educational technology software materials are reviewed for format choice, performance rights needs and purchase by Learning Resources staff. Orders will be placed through the Library Technical Services unit. Centrally held educational technology items will be maintained by the libraries to provide timely access to those materials requiring playback equipment. Educational technology equipment will be purchased through the capital request except for small non-capital items, which will be purchased through the operations budget

Definitions

1. The phrase "learning resource materials" is defined to include books, music scores, journals, newspapers, videotapes, DVD's, audiotapes, CD's, slides and recorded music and various software and learning kits including electronic and digitized resources and all future formats. Materials to be sold through the Bookstore are exempt from this procedure. Information on providing recommendations for purchase of all types of library materials can be found on the library web page at http://library.douglas.bc.ca/_shared/assets/Employee_Guide_to_the_Library56587.pdf, including an online order request form at <http://cms.douglas.bc.ca/Page11535.aspx?PageMode=Hybrid>
2. "Classroom/Lab materials" are defined as materials intended for classroom/lab teaching or learning over an extended period and are retained by the college. These materials are not included in the Library's catalogue. Information, including contact information, and how to order classroom lab materials, is available on the library web page at <http://library.douglas.bc.ca/library/txpage.html>
3. The term "approved purchase request" is defined as follows:
 - a) for operating budgets - under the signature of the signing authority;
 - b) for capital budgets - following approval by senior management, under the signature of the signing authority.