Library & Media Services Plan

The purpose of the school's Library Virtual and in-house Media Services is to provide instructional media services to all staff and students throughout all campuses. NTI is committed to ensuring that students and staff are effective users of ideas and information. In addition, NTI is committed to:

- Motivate students to develop research skills;

- Provide professional growth activities for employees and students; and

- Maintain up-to-date, relevant instructional media and equipment.

Scope of Library and Media Services

Northeast Technical institute offers a variety of library and instructional media materials. Resources include current and relevant educational materials, such as reference books; periodicals and manuals of a business, professional, technical, and industrial nature; audio-visual materials and equipment; internet access to sites with educational and reference materials appropriate to program offerings; and other materials related to each respective program to help fulfill the institution's purposes and support its students.

At all campus locations, NTI has appropriate technology set up for every classroom, including computers, TV's with audio and video included to provide remote lectures, projection systems (where needed), DVD capabilities, instructor station, and either wired or wireless connection options where applicable. NTI strives to have media and library services and resources that are available to ensure the achievement of desired student learning and program objectives.

Learning Resources

NTI utilizes a variety of learning systems including Canvas, NTI's Learning Management System (LMS). Canvas is designed to support students and to facilitate communication, collaboration, and improve teacher interaction. Teachers and students use Canvas on a daily basis to access course resources, project plans, assignments, a multi-dimensional gradebook, online groups, and an extensive library of instructional resources for teachers and students. In an effort to meet student needs efficiently, Canvas is delivered as a web-based service that is accessible at all campus locations. This provides a shallow learning curve and eliminates unnecessary distractions, maximizing the user's time participating in or

managing learning.

NTI also uses Office 365 for student accounts, Microsoft Teams for remote lectures and communications, and Stream for storage of class video content. In addition, NTI uses several Publisher's and the resources available for eBooks and learning content based on the program.

Orientation

New students, faculty and staff are provided with introduction to technology during their orientation. This portion of their orientation introduces them to where and how to access software, econtent and ebooks needed for their role. For staff, immediate supervisors orient new employees to hardware and software used by NTI and to specific uses as designated by their position. Current employees are oriented to new software by the department implementing the update. Faculty provide new students with orientation of the software they will work with during their time with the school. This is also provided during student orientation.

Roles and Responsibilities

The Campus Manager/ Coordinator is responsible for the implementation and coordination of media services.

The responsibilities of the LMS Coordinator are to:

- Manage user access of NTI's Learning Management System (LMS);
- Coordinate the publication of instructional media to the Learning Management System; and
- Provide user support of the LMS system (Canvas) and Microsoft Teams application.

The responsibilities of NTI Faculty and Staff are to:

- Review the Library Media Services plan annually.
- Prepare and keep a record of resources for inclusion in campus libraries on an annual basis.

The responsibilities of the IT Department are to:

- Ensure all equipment is kept up to date and in working condition;

- Provide classroom technology support to instructors in combination with the LMS Team;

- Maintain current PC and ancillary technology Inventory;

- Be the direct contact for equipment set up and provide instructional use on the following;
    - Camera (Digital)
    - Camcorder, Video (Digital)
    - CD Player
    - Computer: Windows (PC)
    - DVD Player
    - Television/Monitor
    - Projector
- Provide support for NTI approved software applications and/or Internet services.

NTI Staff Responsibilities for Software Management

NTI Leadership monitors and approves all course content for each software program and works with the support team to make any necessary changes.

- **Canvas Support:** LMS Coordinator and Corporate IT

- **Cengage Support:** LMS Coordinator and Corporate IT

- **Microsoft Teams Support:** Corporate IT

- **TestOut Support:** Corporate IT

- **Elsevier Evolve Support:** LMS Coordinator

Budget

NTI Leadership establishes an annual revenue and expense budget, factoring in anticipated need and feedback received from Faculty, Advisory Committees, and LMS Coordinator regarding library media needs.

Plan Reviewed 11/2023