LINDSEY HOPKINS TECHNICAL COLLEGE

MEDIA SERVICES EDUCATIONAL RESOURCES PLAN 2025 - 2026

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Mission

The mission of Lindsey Hopkins Technical College is to empower students to achieve their career goals and to develop their ultimate potential.

Vision

Lindsey Hopkins Technical College will be a showcase institution. Our administration, faculty, and staff, united in purpose, will provide our student body with the most advanced career/technical and academic education.

M-DCPS Media Services Mission

M-DCPS Media Services Program's mission is to collaborate with educators at all levels in assisting students to become active and creative locators, evaluators, and users of information. With these skills, as well as knowledge of the information search process, students will become skillful consumers and producers of information. This foundation will enable students to become lifelong learners in a dynamic and ever-changing world.

The Media Services Program facilitates this process by:

- Providing professional resources in a variety of formats.
- Offering professional growth opportunities through online resources.
- Networking with community connections, libraries, and offering diverse resources.
- Providing leadership in evaluating and improving school library media programs.

Specifically, the Library Media Services Program staff will endeavor to:

- Improve student achievement by guiding school library media specialists in integrating information literacy skills throughout the curriculum.
- Improve student reading skills by providing library media specialists with print, nonprint, and electronic resources; offer guidance in developing reading motivation programs and materials.
- Promote the use of technology to locate and use information; and enhance the learning environment through staff development.

Media Center Facility Description

The LHTC media center facility is in the process of undergoing renovations to make it a modern facility. Bookshelves are interspersed throughout the room. There are library tables and chairs to comfortably accommodate three to four classes. A quiet reading/study area with carrels is located in the rear of the library media center. Newspaper stands and the periodical collection are located in the front of the library media center along with a copy machine for patrons. Approximately 33 computer stations with Internet connections are available for patron use. One computer at the circulation/checkout desk is used to handle student/staff checkout and a 2nd computer is used with the smart display for presentations. A technical processing room for the storage of audio-visual equipment, as well as instructional media that cover a multitude of subject areas taught in the school. The technical processing room along with the media specialist's office house equipment used in the daily operation of the library media center including computers, color, and black and white printers, a scanner, a laminating machine, office supplies, processing and book repair equipment and materials, and video copying equipment.

Services: Scope of Services

ID badges must be presented upon entering the media center. Open scheduling permits access by individuals and small groups at times of need or interest and provides opportunities for teachers to send students to the library at any time

during the school day. School ID must be presented by students when always entering the media center.

Individual students, small groups and total classes can all be accommodated in the media center throughout the day. Teachers will collaborate with the media specialist prior to bringing their class or sending small groups of students. This will aid the media specialist/staff in providing maximum instructional assistance. Teachers should schedule total class groups with a media specialist in advance.

The media center offers a number of valuable educational resources and services to aid faculty, administration and students in pursuing information needs including the following:

- Collaborative planning with faculty members.
- “Pathfinders” to assist and guide student research.
- Faculty in-services on topics requested by the instructional staff.
- Information literacy training and guidance.
- Professional resources including books, periodicals, and non-print items dealing with curriculum and professional issues.
- Assistance with print and non-print resources.
- Assistance with production of instructional tools, including laminating, digital cameras and scanners, computer-based presentations and desktop publishing, and assistance with online learning platforms.
- Reserve collection of print and non-print materials for specific student projects, with advance notice.
- Study aids including computers, printers and a pay photocopy machine are available for student and teacher use.

Instructional Services

Information literacy skills instruction is an important aspect of the library media program. These skills enable students to become independent and knowledgeable users of information and ideas.

Resource based teaching is the immediate goal. The media specialist collaboratively plans with teachers in an effort to integrate information literacy skills into the curriculum and design instruction that meets the individual needs of all learners. Collaborative planning sessions are scheduled by teacher request and/or a media specialist in advance of class visits to the media center.

Circulation Procedure

Circulation policies provide maximum access and minimum restrictions to all materials. Books from the general collection will circulate for two weeks. Students may check out two books at a time from the general collection, either fiction or non-fiction. Individual notices of lost or overdue materials are sent to the student's teacher for distribution and are also mailed to the student's home.
Fines are assessed for any overdue book at the rate of five cents per day.
Students are asked to pay for lost or damaged materials.

Teachers are encouraged to check out as many media items as needed for personal or classroom use. Library books and non-print materials circulate for three weeks to faculty.

Reference books, periodicals, and other special materials are usually checked out overnight, but the loan period may be extended for curriculum support purposes. To maximize circulation, instructional tools should be returned as soon as possible after use.

Audiovisual equipment such as LCD televisions, DVD players, digital cameras, LCD projectors, laptops, and overhead projectors may be requested as needed by teachers and staff. Requests can be made in person, in writing, over the phone or by E-mail. Teachers will be asked to give advanced notice whenever possible. Damaged equipment should be reported promptly.

Additional Services

Laminating classroom materials is available upon request for instructors only. Staff must submit material, with name attached to the library media center. There is a minimum 24-hour turn-around period, depending on demand.
Laminated material should be picked up within 24 hours.

Computers are available to staff and students for internet access, word processing, spreadsheets, PowerPoint presentations and typing tutors. The media specialist will provide assistance with any of these programs as needed.
Printing is available to students and faculty members.

In-service presentations can be provided by media specialists on the following topics, by request:

Internet topics:

- Integrating the M-DCPS online databases into the curriculum.
- Using the internet for lesson plans and how to access the best on the web.
- How to really use search engines for effective searches.
- Copyright basics for print, internet sources, audio and video formats.
- Software:
- Microsoft Outlook: School E-mail functions.
- M-DCPS Employee Portal.
- M-DCPS Student Portal.
- Essential Education.
- Microsoft PowerPoint presentations.

- Basics of Microsoft Word.
- Hardware: troubleshooting computer and printer problems.
- Bring your own devices and access wi-fi in the media center.

Services from the District

- Instructional Television: Interesting and informative ITV programs to augment the instructional program are offered by the district. Schedules which list time, date and channels and subjects are available to the faculty. Additionally, instructional materials for Cable in the Classroom programs are available free of charge at

  http://www.ciconline.org/default.html

Media specialists will inform staff of web addresses and programming schedules as needed throughout the school year.

Availability of Services

Daily Access

The media center is open throughout the school day; it is available for students, faculty, and staff use Monday through Thursday from 7:45 AM to 9:00 PM, and on Friday from 7:45 AM to 2:00 PM. Open/flexible scheduling also provides opportunities for teachers to send students to the library media center at any time during school hours. This ready access gives students an opportunity to become skillful consumers and producers of information. Individual students, small groups, and classes are accommodated in the library media center throughout the day and evening. This enables the library media specialist and the library media center staff to provide maximum instructional assistance and in allocating the resources equitably. Audiovisual equipment including DVD players, laptop computers and liquid crystal display (LCD) projectors are available for checkout by faculty members.

When sending individual students or small groups, teachers should indicate on the library pass the purpose of the visit. ID cards must be presented by the students when entering the library media center. Teachers should schedule classes with the media specialists in advance so that collaborative planning may occur, and instructional resources are located. Teachers are required to stay with their class in the library media center throughout the scheduled time. A sign-up sheet and assignment sheet are located in the media specialists' office. Schedule class visits at the earliest possible date to ensure available space. Teachers should consult with the media specialist when signing up to visit the center. Only two classes per period may be scheduled. The remaining space is reserved for individuals and small groups. Teachers should ensure that, when leaving the library media center, students clear the tables of books they have used. Either a cart or a specific shelf will be available to prepare the books for re-shelving.

Access before school, during lunch periods and after school

Students do not need a pass to use the library media center before or after school, or during their respective lunch periods, however, ID cards are required. Computer usage is flexible according to demand and need. During peak library hours, computer use should be limited to approximately thirty minutes.

Media Center Resources: Current and Relevant Educational Resources

All educational resources available in the media center for faculty, staff, and students are strategically aligned with the achievement of desired outcomes and learning objectives. These resources are designed to be inclusive and suitable for all methods of program delivery. Books in the regular collection may be checked out for the period required. Reference books are also available, although teachers should use discretion at check-out time, as the reference materials then become unavailable for others to use. Clearly, anything checked out must also be checked back into the library media center. Each individual is responsible for the material or resource borrowed.

Students may check out fiction and non-fiction books. The limit is two books at a time for a period of two weeks. Fines will be assessed for overdue books at five cents per day. Students will be charged the original purchase price for lost or damaged books.

AV Equipment and Non-Print Materials

All requests for audio-visual (AV) equipment, materials and software will be handled by the media specialist. Teachers should schedule the use of equipment and non-print materials at least 48 hours in advance. The media specialist will assist teachers in finding a non-print resource related to a given objective and schedule a DVD devise for the classroom. Assignment forms for all nonprint resources must be completed. Teachers who plan to show a video from an outside source must seek prior approval from the department chairperson and administrator. Forms are available in the library media center.

Electronic Resources

Within the library media center numerous electronic databases are available. Through the Wide Area Network (WAN) teachers may access these resources from the classroom. Other electronic modes of information access include the periodical indexes and electronic resource catalogs. Teachers who plan to schedule time on the computer network in the library media center must advise the media specialist in advance. Computer labs are available for full-class access to a database or an intensive subject-related project.

Resources and Formats Collected

The Lindsey Hopkins Technical College's library media center contains all the following materials:

- Books include hardbacks, paperbacks, manuals, handbooks and reference.
- Periodicals and newspapers include professional, trade and recreational titles.

- Non-print materials related to the various technical and academic programs offered at the school include DVD's, CD-ROMs, audio books and computer software.
- Audiovisual equipment.
- Computer workstations for internet access, research, word processing and desktop publishing and tutorial programs.
- A scanner with text editing software.
- Computer software.
- Production equipment and materials which include a laminating machine, copy machine, black & white/color laser printer and paper cutter.

Staff Involvement

The media specialist circulates reviews, bibliographies, and announcements to keep teachers informed of new materials that may be of interest to them. Teachers are encouraged to take part in the materials selection process by giving their requests for specific items to the media specialists at any time during the year. A materials and equipment need assessment is conducted annually.

Selection Criteria

The library media specialist is responsible for coordinating the collection development and acquisitions program. In order to reflect the needs of the school and community, administrators, classroom teachers, and students need to be actively involved.

Selection Guides

The following selection guides will be used to assure quality in the selection of materials:

- School Library Journal (on-line).
- Booklist (on-line).

- HW Wilson Books for Secondary Schools.
- Various Trade and Professional Journals.

In addition, the media specialist attends meetings, exhibits and conferences to examine new materials. Vendors also schedule on campus appointments with the media specialist to present new materials.

All materials purchased for the collection must be evaluated according to School Board Policy 2510 - INSTRUCTIONAL MATERIALS AND RESOURCES. Gift items must meet the same stringent criteria as materials that are purchased.

Educational Significance	Arrangement
Appropriateness	Treatment
Accuracy	Technical Quality
Literary Merit	Aesthetic Quality
Scope	Potential Demand
Authority/Reputation	Durability
Special Features	Translation Integrity

Acquisition Policy

Materials, equipment and supplies are purchased according to the board approved policies and procedures from authorized vendors who are on bid contract with the School Board. Magazines are purchased early in the fall and most additional library media items are purchased when funds are allocated. In addition, individual items may be purchased at any time during the year based on the availability of funds.

Educational Resource Selection

The media center educational resources are carefully selected in collaboration with faculty and are made readily accessible to both faculty and students. Evaluation and selection of these resources is a continuous process, which involves the entire school community. The media specialist should actively solicit recommendations for purchases from the administrators, classroom teachers, special area teachers,

and students. Recommendations can be provided through a variety of means, including surveys, suggestion boxes, professional journals, CD-ROM's, DVDs, and previews. A productive method of involving teachers in the selection process is to circulate biographies among teachers. This method has the additional advantage of making the faculty aware of the available materials located in the library media center.

The purchase of school library educational resources is legally vested in the School Board of Miami-Dade County. The Board delegates to each school staff member the responsibility of developing final recommendations for purchase. The media specialist should coordinate the selection of library educational resources and make recommendations for purchase.

The following selection criteria provide a guide for the instructional team to consider in evaluating and selecting educational resources for the collection:

Florida Statute 233.165 Standards for Selection

(1) In the selection of instructional materials, library books, and other reading material used in the public school system, the standards used to determine the propriety of the material shall include the following: (a) The age of the student who normally could be expected to have access to the material.

(b) The educational purpose is to be served by the material. In considering instructional materials for classroom use, priority shall be given to the selection of materials which encompass the state and district performance standards provided for in state statutes 229.565 and 232.2454 and which include the instructional objectives contained within the curriculum frameworks approved by the State Board of Education, to the extent that appropriate curriculum frameworks have been approved by the board.

(c) The degree to which the material would be supplemented and explained by mature classroom instruction as part of a normal classroom instructional program.

(d) The consideration of the broad racial, ethnic, socioeconomic and cultural diversity of the children of this state.

(2) No books or other material containing hard-core pornography or otherwise prohibited by s.847.0 12 shall be used in the public school system of this state.

Media Center Staff: Responsible for Implementation and Coordination

One full-time media specialist is assigned to the library media center in order to provide adequate support to the students and staff. One part-time media clerk provides clerical support and evening coverage of the media center. One computer technician is available for assistance as needed for computer-related issues.

Staff Roles and Responsibilities

The roles and responsibilities of all library media center personnel are clearly defined by the district:

- Media Specialist: James T. White

Responsibilities of the Media Specialist:

1. Plan with teachers to utilize and integrate into the school's day-to-day activities information resources and instructional materials that are essential to a student's education.
2. Instruct and assist students to develop techniques of information literacy and critical evaluation skills to ensure independent learning and provide students with the opportunity to present information in a variety of formats.

3. Organize, catalog, manage, inventory, and circulate a wide choice of print, nonprint, electronic information resources, and equipment appropriate for students of varying achievement levels and differing teaching/learning styles.
4. Provide both an atmosphere conducive for the cultivation of reading, viewing, computing, and listening in pursuit of lifelong learning, and a laboratory environment for research, study, and production.
5. Facilitate the systematic selection, de-selection, evaluation, and utilization of print, nonprint, electronic information resources, and equipment for the delivery of information and instruction.
6. Develop policies and procedures in accordance with district procedures that do not restrict student and teacher use of the library media center facility and materials throughout the school day at the time of need.
7. Participate in school, region, district, or state curriculum development, technology, and assessment projects.
8. Emphasize respect for intellectual freedom, copyright, and unrestricted access to information and ideas.
9. Build within the community connections among school library media centers, public libraries, and other community sources of information.
10. Stimulate students, parents, school, and community partnerships.
11. Celebrate the diversity and uniqueness of all people and emphasize the aesthetic, cultural and recreational aspects of the library media program through such activities as storytelling, book discussions, poetry readings, and art displays.

In addition, the media specialist keeps informed of new technologies, materials and equipment that will enhance the post-secondary programs. The media specialist will attend workshops, conferences and in-service workshops in order to enhance his knowledge and skills.

Roles and Responsibilities of Support Staff

- Media Clerk:
  1. Operates computer to access books, periodicals and video catalogues; checks status of student accounts, collects fines and prepares such notices as are appropriate; prepares deposits and recap sheet.
  2. Maintains Library/Media Center facilities and resources, including the timely return of materials to the shelves and the orderly arrangement of such materials.
  3. Maintains database of bibliographies, videos and equipment, reserves books, periodicals and other library materials for instructional personnel.
  4. Provides assistance to students and staff in locating and/or using library resources, audio-visual equipment and computers.
  5. Repairs damaged books and maintains supplies/materials inventories incidental to the operation of the Library/Media Center.
  6. Assists with yearly inventory of media materials and equipment and preparation of inventory report.
  7. May open and/or close Library/Media Center as assigned; monitor the work activities of student aides.
  8. Maintains electronic records of all daily transactions and attendance statistics, and monthly circulation records.
  9. Operates and performs routine maintenance on media center equipment including copiers, microfiche readers, typewriters, etc.
  10. Types correspondence, reports and forms related to Library/Media Center, maintains files and supplies; answers telephone and responds to routine inquiries from students, staff and parents.
  11. Performs related work as required or as assigned.

- Computer Specialist: Supawat Jenugson—Mr. Jenugson is the school computer specialist. His duties include but are not limited to the following:

maintaining the school's local area computer network, administering the network servers, maintenance of computers throughout the school and at the off-campus locations, maintaining the integrity of the school's data communication system.

Media Center Orientation for User Groups

Library media center orientation is provided to both academic and post-secondary technical students at the beginning of the trimester. These orientation sessions are scheduled by the media specialist on an individual basis with each instructor. Additional orientations are held by request. Any instructor may request this service for their class from the media specialist throughout the year.

Behavior Guidelines

The media center should provide an environment that is conducive to learning. The atmosphere must be one that supports inquiry and investigation for all students, while respect for the learning rights of others is maintained. Students utilizing the library media center are expected to follow the rules of conduct established school wide. Established consequences for unacceptable behavior are adhered to. The rights of other individuals using the library media center must be respected; therefore, disruptive behavior will result in the removal of the student from the library media center and may result in a referral to administration.

Theft, Vandalism, and Computer Hacking

Any student caught mutilating a book, stealing, playing with the security system, or hacking will be referred by a media specialist to the administration for disciplinary action.

In addition to the rules and procedures of the library media center, students will also be instructed on how to use the **M-DCPS Online Databases** for homework

assignments. Username, password and URL address will be given at the time of instruction by the media specialist. Students will be shown
how to use these resources provided free by M-DCPS from any computer with internet access, whether at school, home, or another facility.

Budgetary Support for Media Center, Services

The library media center operates on funding from the school's budget. The principal is responsible for providing an annual library collection budget from the school's discretionary funds. Other sources such as district matching funds, donations, and fundraising projects may supplement the discretionary allocation. In order to assist the principal in making responsible funding decisions, the media specialist will inform the principal of media center activities and concerns throughout the year. At the beginning of the following school year the media center specialist will prepare an annual budget proposal based on teachers' requests and recommendations from the advisory committee. The budget is prepared so that funds are available for renewal of service contracts and purchase of books, magazines, audio visual materials, equipment, furniture, and supplies. Purchases are made after the budget has been finalized.

Purchasing Guidelines

LHTC has established and adheres to formal procedures for the acquisition and secure storage of instructional equipment and supplies to support its educational programs and resources. School Board rules must be followed when purchases are made with School Board funds. The agency designated for making purchases with these funds is the Bureau of Procurement and Materials Management (Purchasing Department) using eSAS which is an on-line system. No paperwork is sent to the purchasing department. However, if a list of titles is sent to the vendor (print or non-print), a vendor title request form should also be sent. This form should indicate proper processing and cataloging specifications.

When items are received, they should be checked in immediately by comparing the packing slip or invoice with the purchase order. Partial shipments are permitted. The media specialist is responsible for ensuring the accuracy of the checked-in items. All orders should be completed and received on-line before the end of the school year in June. It is important that the media specialist keeps track of requisitions, purchase orders, and packing slips or invoices. This ensures that all orders are received, and no funds are lost.

If an emergency purchase of supplies or the acquisition or repair of equipment is necessary, an order is immediately initiated using the school's Fund 09 or Instructional Materials and Supplies account. Once the purchase order has been approved by the principal and a purchase order number is issued, the order can either be mailed to the vendor or placed by telephone.

Inventory

A current inventory of all educational resources is maintained. Schools are required to submit a completed annual library media center Statistic and Inventory Report to the Instructional Supervisor of Library Media Services before the close of the school year each June. The report requests information about collection statistics, access to the library media center, and circulation of materials. An Inventory of the library media center is aided by an automated program. Although the annual report is compiled in May/June, the actual inventory may be conducted at any time during the year. It is not necessary to call in all materials to take inventory. An automated circulation system considers all “checked out” items accounted for during inventory, thereby reducing the number of items that must be scanned.

Complete records are being maintained for all items purchased, stored, and circulated through the library media center. Accurate records of equipment purchased and circulated through the library media center are maintained in the

library circulation system electronic catalog. These records are updated when equipment is added or removed from the library media center.

Equipment Inventory

A school wide inventory of property, software, and equipment valued at $2499.00 or more is conducted annually by a property control auditor from the school district's Division of Management Audits. A computerized printout of property and equipment is sent to the principal. A section of this printout contains the library media center's audiovisual and computer equipment. This section should be checked against the library media center's inventory records for accuracy.

A complete list of instructional equipment is maintained on the computer. Inventory is conducted three times per year on all equipment with a PC number. In addition, the library media center’s collection of equipment is held on an electronic database and is monitored by checkout procedures. All equipment is inventoried once a year.

Equipment

Scope of Equipment

Adequate equipment is available to support and supplement the institution’s educational, vocational and technical programs. The equipment is available for student use in the library media center or for assigned teacher classroom use. Decisions regarding equipment purchases are based on media center records, which are generated from an analysis of student and teacher use of equipment, as well as input from teachers throughout the school year. Equipment available for use in the media center includes desktop computers, printers, a scanner, and an LED television monitor with an external DVD player. Equipment available for teachers to check out includes laptops, LCD projectors, DVD players, video and digital cameras, standalone screens, and a portable sound system.

Computers and printers are available for students and teacher use throughout the day. Students are allowed to use the Internet in conjunction with class assignments. Users of the Internet are held responsible for adhering to the provisions stated in the *M-DCPS Acceptable Use Policy.* Copies of the policy are posted in the library media center, are in the Student Handbook, the appendix of the library media center handbook and are also available through the school district web site.

The media center has various production tools to create instructional media. Instructional services include a laminating machine, DVD players and DVD copiers/players, lecterns, book binding materials, CD burners, audiocassette tape recorders, computers, printers, a label machine, LCD projectors, a video/audio modulation system, a projection screen and laptop computers. The media specialist is available to assist students and faculty in utilizing the equipment in support of the educational program.

Repair and Maintenance

The equipment used by the teachers for instruction and in the library media center by students viewing materials is kept up-to-date and in good operating condition by an in-house computer technician and contracted repair companies.

Audiovisual Equipment Under Warranty

The audiovisual equipment and computer buying area of the Bureau of Procurement and Materials Management handles the repair of all newly purchased audiovisual and computer equipment under warranty. Since warranties may vary depending on the type of equipment (90 days to three years) the buyer should be called for verification. The buyer will assist in arranging repairs by the vendors. When contacting the buyer, the following information must be supplied:

manufacturer, model number, purchase order requisition number, and date of receipt.

Audiovisual Equipment Not Under Warranty

Computer maintenance is provided by an in-house computer technician. When equipment is reported as needing repair, the media specialist should check the equipment first to determine the problem. The problem is then reported to the technician by submitting a computer repair request or ISM Ticket. This request can be retrieved on-line at: http://its.dadeschools.net/. Repair of audiovisual equipment is contracted to the appropriate vendor.

Non-Repairable or Obsolete Equipment

If it is determined by the technicians that audiovisual or computer equipment cannot be repaired or is obsolete, it is surveyed. To dispose of damaged or obsolete equipment, an Outgoing Controlled Equipment form (FM-1670 rev. 05-93) (see copy in library media center handbook) should be completed and the instructions for disposition and removal should be followed. The maintenance department will then pick up and remove the equipment. If there is a great deal of equipment, the school may arrange for disposal by taking the equipment and the Outgoing Controlled Equipment form signed by the principal to the S&D satellite warehouse. Directions and verification of hours of operation may be obtained by calling 305-371-9983. It is very important that equipment valued at $1,000.00 or more be disposed of properly so that it is removed from the school's property control inventory. Copies of all paperwork should be kept in the library media center and the building operations department.

Safety

Equipment and Supplies

All equipment and instructional supplies meet required safety standards. Safety inspections are conducted on an on-going basis by the building operations supervisor and the computer technician. Any identified problems are immediately placed out-of-service for repair. Storage areas for supplies are inspected on an ongoing basis by the school's safety committee, and annually by the M-DCPS District Safety Department. Any identified or cited safety violations are immediately corrected.

Equipment Safety

All new equipment is checked before use. Equipment is inspected regularly to make sure that it operates correctly. Equipment that is broken is reported to the computer technician for repair or to building operations for contract repair or removal. When the repaired equipment is returned, it is inspected before use.

First Aid Supplies

In the event of an accident or injury, a school administrator should be contacted immediately. A first aid kit is located in the library media center office area for emergencies.

Evaluation of Library Media Center Effectiveness

The Media Services Educational Resources Plan for the technical college is reviewed and evaluated annually during the Opening of Schools meeting. During this session, staff members collectively assess the plan, sharing their input and discussing potential revisions to ensure its alignment with the college's evolving educational needs. To determine if the media program is serving the school in an acceptable manner and providing a quality program, evaluation is conducted throughout the year. Teachers and students are asked to evaluate the media

program and educational resources through a questionnaire or survey developed for this purpose. Information obtained from these surveys are used in setting goals and making decisions. Statistical records are kept regarding the use of media center materials and equipment. Circulation of books, audiovisual materials and equipment is monitored monthly. The statistics are evaluated to determine if adequate materials and equipment are available to meet the needs of teachers and students.

The media specialists meet formally with the members of the advisory committee at least once per year. Members will be invited to meet with the media specialist at a time that is convenient to all. Throughout the year media specialists meet informally with different members and discuss options and suggestions. These will be discussed in formal group meetings.

Surveys will be displayed on-line utilizing Google Forms at least one time during the year for students and staff to complete. Results are tabulated and discussed in the advisory committee meetings.

The Media center staff discusses issues in the library media center at least once every two weeks.