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COE Standard 3: Written Plan

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## **2020-2025 MEDIA SERVICES PLAN**

### **1. The scope and availability of services:**

The Center for Instruction, Technology & Innovation (CiTi) is in partnership with Cayuga Community College (CCC). Its mission is to deliver adult and continuing education programs and services to Central New York residents and employers in an atmosphere that fosters intellectual growth, pride in achievement, and opportunities for economic viability.

CiTi is committed to academic excellence and providing the resources necessary to maintain academic excellence. Pursuant to this goal, computers, computer accounts, networks, wireless, internet access, electronic mail, mobile devices, and related services (individually and collectively, these computing resources and services are referred to as the “computer system”) may be provided for use by members of the CiTi community. Students and instructors gain from the collaboration of the media services of Cayuga Community College with those available through CiTi.

### **2. A variety of 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 to help fulfill the institution’s purpose and support its educational programs:**

CiTi works collaboratively with Cayuga Community College. The college has a large library to which our students have access. The materials include reference books, periodicals, manuals, audio-visual materials and equipment, as well as access to the internet through their servers. CiTi students are provided accounts for access to those services just by enrolling in any of our courses. CiTi also has a collection of reference materials and databases which are available to any adult student at no cost. These materials can be accessed online. Hard copy materials can also be requested through CiTi’s Curriculum, Instruction and Assessment Office.

### **3. The staff person (administration, supervisory or instructional) responsible for the implementation and coordination of the media services:**

Support for Media Services available for CiTi students comes from two fronts: The Cayuga Community College employs two Library Media Specialists. One is housed at their main Auburn campus, while

the second is housed at the Fulton location. Materials are able to flow between both locations so students have access to a large selection from their relative location. There is a CiTi Director of Curriculum and Instruction who oversees the implementation and coordination of media services available to adult students in conjunction with the Director of Adult Programs.

#### **4. Roles and responsibilities of designated staff member(s):**

The Library Media Specialist:

- *Collaborates with students and other members of the learning community to determine learning and information needs*
- *Locates and uses materials to meet the needs of the community*
- *Understands and communicates information and provides resources as indicated*
- *Joins with instructors and others to identify links across student information needs, curricular content, learning outcomes and a wide variety of print, nonprint, and electronic information resources*
- *Develops policies, practices and curricula that guide students in developing the full range of information and communication abilities*
- *Works closely with individual instructors in the critical areas of designing authentic learning tasks and assessments and integrating the information and communication abilities required to meet content needs*
- *Provides training to other educators*
- *Provides leadership and expertise in acquiring and evaluating information resources in all formats*
- *Brings awareness of information issues into collaborative relationships with teachers, administrators, students and others*
- *Models for students and others the strategies for locating, accessing and evaluating information within and beyond the library media center*
- *Masters sophisticated electronic resources and maintains a constant focus on the nature, quality and ethical use of information available in these and more traditional tools*

The Director of Curriculum & Instruction:

- *Works collaboratively with members or the learning community to define the policies of the library media program and to guide and direct all the activities related to the program*
- *Manages staff, budgets, equipment and facilities*
- *Orders materials*

- *Budgets for materials, such as reference books, periodicals and manuals of a business, professional, technical, and industrial nature, audio-visual materials and equipment, online database access as well as appropriate and current subscriptions to websites and magazines in order to support student learning.*

**5. Orientation for user groups (i.e., instructors, students, and others):**

At the beginning of each session, instructors work with the Library Media Staff to orient students to the materials and offerings that are available through the library. Along with this, adult programs staff and students will be provided a video orienting them as to how they are able to access materials through CiTi. The expectation for this video is that it will be shared at the onset of each course. It will also be housed on the CiTi Curriculum, Instruction and Assessment webpage.

**6. Facilities and technical infrastructure essential for using media materials:**

The CiTi Adult Programs are housed at the CiTi-CCC Fulton location and on the CiTi Main Campus in Mexico, New York. Those classes housed at CCC have regular access to the college's physical library. They also have network access provided which allows them opportunities to seek information and materials directly from their classrooms as well as any student area. For those classes that are housed on the CiTi campus, there is regular access to the CiTi network which allows students access to all of the materials through CCC as well as those through CiTi.

**7. Annual budgetary support for the services:**

Cayuga Community College Library Services has a budget of approximately \$200,000.00 annually for the purchase of materials as well as online material access. CiTi has an overall Library Materials budget of \$25,000.00, which like CCC is allotted for the purchase of paper and online materials for all of its programs.

**8. Annual evaluation of the effectiveness of media services and utilization of the results to modify and improve media services:**

A survey instrument has been created to help better assess the needs of our programs regarding purchasing support and online materials. This will be emailed to the instructors at the end of each class cycle to ensure that materials are kept up to date and relevant for the course content being delivered.