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## **6. INSTRUCTIONAL RESOURCES**

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## **6.1 TEXTBOOKS AND MANUALS**

Selection of textbooks and class manuals is made by the faculty member and approved by the chair of the department. In the event of disagreement between the faculty member and the chair of the department, the matter shall be resolved by the dean of the college. Orders should be made according to the following schedule: October 15 for spring and March 15 for summer and fall. Textbook materials are recorded so that students may secure them by course number. When determining the quantities to be ordered, along with the adoption of different texts, faculty members must consider current inventories, potential losses from unreturnable or unsalable texts, and storage capabilities. Chairs of departments are expected to work closely with the bookstores and college deans in these matters.

Faculty may produce their own materials relating to classroom activities and distribute them to students without a charge. The cost of photocopying or producing materials will be absorbed through the departmental supplies budget. Faculty may not sell any materials directly to students.

If a faculty member wishes to produce specialized materials that students in his or her class must have and the cost of producing these materials is such that it will be a burden on the departmental supplies budget, the faculty member can arrange to have the materials produced and sold through the University Bookstore and the private sector bookstore without being paid royalties.

If a faculty member wishes to produce materials for student use and also receive a royalty from their sale, the materials must be published by a non-vanity commercial publisher where the materials are made available for adoption at other schools. Royalties paid to the faculty member under these arrangements come directly from the publisher.

## **6.2 GENERAL EQUIPMENT AND MATERIALS**

The acquisition and servicing of equipment and instructional materials necessary for the effective conduct of courses and research are provided through each department by annual budgetary processes. Faculty members are expected to confer in advance with the chair of the department on anticipated needs for the next year and to assist in the preparation of specifications and orders. The Business Services Office coordinates with cost centers in taking advantage of special discounts, services, and shipping arrangements and of the economies of large-scale purchases. Faculty members are expected to assume proper responsibility for the protection, maintenance, and use of equipment and materials assigned to their area.

## **6.3 COMPUTER EQUIPMENT AND RESOURCES**

A technology fee is paid by all students for the purpose of technology renewal and replacement. A major portion of this money is expended each year for the upgrading and/or replacement of personal computer, networking, infrastructure, and computer

laboratory equipment. The remaining money is held in reserve for major equipment (servers, telecommunication switches, etc.) replacement.

The Director of Information Technology Services acts as the clearinghouse for requests dealing with office and computer laboratory upgrades/replacements. The requests are reviewed by the Technologies Advisory Committee which meets at the beginning of the fall semester to prioritize requests for laboratory upgrades. Lab equipment is usually replaced on a rotational basis. Among the criteria influencing replacement decisions are the age of the lab equipment, student usage, and any special needs of the lab. Also during the fall semester, the committee solicits faculty and staff requests concerning the replacement of office computers and peripherals. This solicitation, usually conducted by e-mail, outlines procedures for making the requests. Upon recommendation by the committee, the Director of Information Technology Services initiates equipment orders based on the amount of money available.

As the primary purpose of the technology fee is for equipment upgrades, discipline-specific software usually is not considered for order. The amount of the technology fee is insufficient to finance these software requests, which departmental and college budgets should ordinarily cover.

For the repair and troubleshooting of campus hardware and software, PCPC (extension 7272) should be called. If this office cannot make the repair, the equipment may be sent off campus for repair.

## **6.4 LIBRARY RESOURCES AND SERVICES**

The campus libraries seek to provide materials, personnel, and services to support the teaching, research, and public service goals of the University. This support is provided through strong in-house collections, accessibility to remote resources, research assistance, personalized instruction, and other services that support the University's instructional programs, promote scholarship and independent learning, and meet the broad informational needs of the university community.

Collier Library houses the principal library resources, including books, periodicals, newspapers, government documents, microforms, and audiovisual materials. Other library materials are housed in the Learning Resources Center and in the Kilby School Library. The Music Library contains audiotapes, phono- and compact discs, DVDs, scores, and collected editions of selected major composers. Access to much of this information and to quality online resources is available through the libraries web page at <http://www.una.edu/library>.

The University's libraries provide materials in all appropriate formats to support the educational and recreational needs of faculty and students. Collection development focuses on supporting the curriculum and areas of research within the University, and also includes the acquisition of materials needed to provide a well-rounded and culturally diverse educational experience for students. Material representing all sides of

controversial issues and topics is acquired to provide students and other patrons with appropriate background information for making intellectually sound judgments.

The Library Services faculty and teaching faculty share the responsibility for selecting materials for the library collections. A significant portion of the materials budget is allocated to the academic departments to be used for purchasing library materials in their respective areas of instruction. The library solicits requests from all faculty members and encourages each department to use its allocation. Funds not used by March 1 each year are expended by the library in support of the general acquisitions program.

The library staff will provide faculty members with every assistance in support of course and professional needs. Library services provided to faculty members include course reserves, interlibrary loan, and borrowing privileges. Materials to be placed on reserve must comply with current copyright restrictions. Faculty ID cards must be presented to check out library materials. Materials borrowed from the library are subject to recall after two (2) weeks. Faculty members are charged a replacement fee for damaged or lost library materials. Faculty members are urged to make their needs and concerns known to the appropriate library staff member.

## **6.5 EDUCATIONAL TECHNOLOGY SERVICES**

The Division of Educational Technology Services, an instructional support unit of the University, is located in Stevens Hall. The division consists of four areas: the Learning Resources Center (LRC), Media Services, Academic Technology, and Distance Learning.

The Learning Resources Center maintains a variety of materials to facilitate instruction and the teaching/learning process. Curriculum materials, such as courses of study, curriculum guides, methods (idea) books, elementary and secondary textbooks, accreditation reports, evaluation studies, self-studies, sample teaching units, appropriate pamphlet materials, and audiovisual materials, are housed in this collection. Children's literature, selection aids, a reference collection, bibliographies, periodicals, materials on current trends in education, and innovative approaches to education are also included.

Media Services supports and facilitates the application of media technology and non-print media resources to support and enhance teaching, learning, scholarship, and administrative services, as well as other campus activities and events. Media Services provides faculty, students, and staff with a variety of technology resources, equipment, and services. Digital Media Specialists are available to assist faculty in planning, designing, and producing instructional materials.

To enable the university community to excel, Media Services provides leadership in the following areas: use of technological and information resources, teaching and learning enhancement, scholarship support, and service and productivity improvement.

Media Services may be contacted to schedule equipment delivery, check out equipment, or request support for instructional technology needs.

Educational Technology Services provides training, support, and management of UNA's Smart Classroom Initiative. All traditional classrooms and auditoriums on the main campus and east campus are equipped (at minimum) with a video projector, digital document camera, room audio system, DVD/VHS player, and computer with LCD monitor. Support and training are available by request and during advertised group sessions.

Academic Technology provides technology training through formal workshops and individual faculty visits, support for design and creation of online course materials, and technical support of the university's Learning Management System (LMS).

## **6.6 DISTANCE LEARNING**

Information and policies on distance learning can be located at <http://www.una.edu/distance/>.