

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 3	DIRECTIVE NO. G1
	ORIGINATOR Learning Resource Centre	
	APPROVED BY President's Executive Committee	
TITLE LEARNING RESOURCE CENTRE	EFFECTIVE DATE 2001.10.17	REPLACES 1997.06.01

PREAMBLE

The Learning Resource Centre provides resources and services which support the learning needs of all members of the College community. Access to these resources and services is provided at all campuses.

POLICY

1. The mandate of the Learning Resource Centre is:
 - 1.1 to select, catalogue and maintain a current collection of print, non-print and machine readable media;
 - 1.2 to de-select collection material with input from the College community;
 - 1.3 to assist users in finding information
 - . in the Learning Resource Centre
 - . through computer assisted reference
 - . with referral
 - . in intercampus or interlibrary loan;
 - 1.4 to provide support to academic departments in the delivery of material to enhance the information literacy skills of all students;
 - 1.5 to provide media circulation services;
 - 1.6 to establish and monitor hours of operation;
 - 1.7 to establish and monitor limits on loan periods.

PROCEDURE

1. Primary responsibility for the selection and de-selection of media rests with the Learning Resource Centre staff in collaboration with the College community.
2. Policies regarding circulation of media are determined by the Learning Resource Centre staff and detailed in the Loan Information pamphlets available at all Learning Resource Centres. These policies are reviewed on an annual basis.
3. The hours of operation of the Learning Resource Centre shall be set on a yearly basis, in advance of the Academic year, by the Manager Learning Resources, in consultation with the various campuses. The Manager is guided by the principle that the services and resources should be open as often and as long as is feasible. The Learning Resource Centre Users' Group will provide advice on priorities for hours of operation. Hours of operation will be approved by the President's Executive Committee. These hours are posted at the entrance to each Learning Resource Centre.
4. Sanctions including the levying of fines, administrative and replacement fees, as well as the suspension of library privileges shall be reviewed on a yearly basis in advance of the Academic year and in consultation with the various campuses. The Learning Resource Centre Users' Group will provide advice on those sanctions. The President's Executive Committee will approve such sanctions.
5. In order to provide optimal access to its educational resources, the Learning Resource Centre has established a Users Advisory Group. The mandate of the Users' Group is the following:
 - to act as liaison between the College community and the Learning Resource Centre;
 - to assist in the implementation of specific key actions from the College strategic plan;
 - to act as advisory group to the Director of Instructional Technology.

The Learning Resource Centre Users' Group membership will reflect the organizational structure of the College with members derived from the Academic Schools and major administrative and service sectors of the College. Members shall be nominated for a period of two years renewable once by the Vice President responsible for each of these areas. A Chair shall be elected from the membership. Meetings shall be held at least once per semester or as required.

6. Recommendations from the Users' Group are forwarded to the Director, Instructional Technology for discussion with appropriate senior officials.

(original signed by)

President