

# D. A. DORSEY TECHNICAL COLLEGE

STUDY A CAREER FOR REAL SUCCESS



MEDIA SERVICES PLAN

2021-2022

## **Mission**

Our mission is to positively impact the residents of this community through educational and economic empowerment by providing sound academic programs spanning literacy through vocational certification.

## **Vision**

Through effective and proactive leadership, we will unlock the potential of all learners.

## **Core Values**

**Excellence:** We pursue the highest standards in academic achievement and organizational performance.

**Integrity:** We build positive relationships through honesty, respect, and compassion, which enhance the self-esteem, safety, and well-being of our students, families, and staff.

**Equity:** We foster an environment that serves all students and aspires to eliminate the achievement gap.

**Citizenship:** We honor the diversity of our community by working as a team to ensure the educational success of all our students and recognize that our obligations go beyond our professional responsibilities to promote democratic principles.

## **Hours of Operation**

The campus has classes in session Monday through Friday between 8 a.m. and 1:45 p.m. Evening classes are offered Monday through Thursday between 3:55 p.m. and 8:00 p.m. to serve the needs of post-secondary and adult general education students.

## **Media Services Plan**

To support the mission of D. A. Dorsey Technical College and the intellectual needs of the community, the institution utilizes our school district's virtual library with cooperative efforts with the shared library system <http://virtuallibrary.dadeschools.net/index.html>.

The aim is for students to have access to books, magazines, computers, electronic databases, and reference books so that can pursue educational endeavors in their desired programs. Students can access the shared library system within any classrooms within the institution.

## **Orientation**

At the beginning of each trimester, a formal orientation is held for newly registered students. During that orientation session, students receive a Student Handbook, and the instructor discusses the school's policies, services, class schedule, student code of conduct, and other information pertaining to student services. Moreover, part of the process is the Media Center Orientation where students are given an overview of the Media Center's rules and the materials available and how to access the materials available. The procedure for utilizing the computer network and the rules that are encompassing are emphasized.

## **Scope and Availability**

Because our Media Center is largely virtual, the scope and availability are vastly unlimited. Every classroom has access to the internet and computer stations equipped with the necessary software to support the effort to bring information to students wherever they might be. Moreover, students and teachers at the institution have access to the **Destiny** program which is a shared library system with other schools within the district. To this end, students and instructors can access non-print instructional media at any time. Moreover, instructional media is widely available to instructors to mitigate the process of content delivery. To this end, each program maintains relevant instructional media resources and equipment housed in its respective classrooms and laboratories. A list of these materials is maintained and updated annually by the Vocational Programs' Chairperson.

## **Current and Relevant Educational Materials**

Instructional materials such as e-books, technical manuals, professional journals, and program specific simulators, are available to students during their instructional periods. Moreover, there is a computer lab that is equipped to serve students beyond their instructional hours. In addition, wireless access to the internet is made available to students, staff, and visitors and they have unlimited access to content-relevant information. Software and equipment/computers are maintained and replaced or disposed of should they become obsolete.

## **Professional Staff**

Our virtual library is currently operated by our own Network Infrastructure Support Technician who works collaboratively with the program instructors to ensure that the students have access to the content-related information. The technician initiates the purchase requests for the media center, and reports to the Instructional Leader.

## Roles and Responsibilities

The Network Infrastructure Support Technician plays the role of the Media Specialist. Since the media center is virtual, the technician performs the following tasks to ensure continuous functionality of the system:

- a) Evaluates, selects, and orders appropriate library media materials and equipment.
- b) Works with other educators to plan and evaluate library media programs and services.
- c) Organizes and delivers library media services in the school.
- d) Organizes the collection for easy and quick access and efficient circulation of materials and equipment.
- e) Plans for and stimulates effective use of media facilities, materials, and equipment.
- f) Maintains the collection, including materials and equipment; inventories the collection annually.
- g) Promotes reading, listening, viewing, and computing.
- h) Coordinates district media services in the school.
- i) Performs related work as required or as assigned by the supervising administrator or his/her designee.
- j) Operates a computer to access books, periodicals, and film catalogs.
- k) Maintains Media Center facilities and resources
- l) Maintains a database of bibliographies, videos, equipment and reserves books, periodicals, and other library materials for instructional personnel.
- m) Aids students and staff in locating and/or using library resources, audio-visual equipment, and computers.
- n) Assists with yearly inventory of media materials and equipment and preparation of inventory reports.
- o) Maintains electronic records of all daily transactions, attendance statistics, and monthly circulation records.
- p) Performs related work as required or as assigned.

## Budget

Some programs have a lab fee, and a portion of the lab fee is allocated to provide the specialized program supplies and services necessary to meet the educational need of the students in the program. Funding is specifically allocated for computers, software technology, printing services, equipment repairs and any related services that help in the operation of the media center.

## Plan Evaluation

At the opening of school's meeting or EESAC meeting, all staff members are given the opportunity to review/rate the plan. Comments, recommendations, and information are heard and are used to revise the plan and adjust if necessary, to ensure continuous improvement of the school.

# VIRTUAL LIBRARY

### Unlimited Access to Digital Copies to:

- eBooks
- content you've curated from the Internet
- digital content created and shared by members of your school community
- support and services that your library offers online
- information and news about your library

Program	Website
ESOL	<a href="http://abeweb.mpls.k12.mn.us/List.aspx?">http://abeweb.mpls.k12.mn.us/List.aspx?</a> Casas Competencies Links for English Level 2 <a href="http://abeweb.mpls.k12.mn.us/List.aspx?">http://abeweb.mpls.k12.mn.us/List.aspx?</a> Casas Competencies Links for English Level 3 <a href="http://www.esl.lab.com">http://www.esl.lab.com</a> (Listening Resources) <a href="http://abeweb.mpls.k12.mn.us/list.aspx?">http://abeweb.mpls.k12.mn.us/list.aspx?</a> (Casas Competences Links for English Level 4) <a href="http://abeweb.mpls.k12.mn.us/list.aspx?">http://abeweb.mpls.k12.mn.us/list.aspx?</a> (Casas Competencies Links for English Level 5)
ABE	<a href="http://www.englishforeveryone.com">www.englishforeveryone.com</a> <a href="http://www.mathforfun.com">www.mathforfun.com</a>
AHS	<a href="https://www.mathway.com/">https://www.mathway.com/</a> <a href="https://collegereadiness.collegeboard.org/sat">https://collegereadiness.collegeboard.org/sat</a> <a href="http://www.act.org/">http://www.act.org/</a> <a href="http://www.fldoe.org/accountability/assessments/k-12-student-assessment/end-of-course-eoc-assessments/">http://www.fldoe.org/accountability/assessments/k-12-student-assessment/end-of-course-eoc-assessments/</a>
GED	<a href="https://ged.com/">https://ged.com/</a>
Medical Assisting	<a href="https://evolve.elsevier.com/cs/">https://evolve.elsevier.com/cs/</a> <a href="https://www.practicalclinicalskills.com/ekg-practice-drill">https://www.practicalclinicalskills.com/ekg-practice-drill</a> <a href="https://www.americanmedtech.org/">https://www.americanmedtech.org/</a>
Medical Billing & Coding	<a href="https://medterminology.com/">https://medterminology.com/</a> INTERACTIVE MEDICAL TERMINOLOGY  <a href="http://www.anatomyarcade.com/games/gamesSkeletal.html">http://www.anatomyarcade.com/games/gamesSkeletal.html</a> ANATOMY ARCADE

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- information and news about your library

Program	Website
Patient Care Assistant	<a href="https://www.prometric.com/en-us/Pages/home.aspx">https://www.prometric.com/en-us/Pages/home.aspx</a> <a href="https://www.prometric.com/en-us/clients/nurseaide/pages/nurse-aide-practice-exam.aspx">https://www.prometric.com/en-us/clients/nurseaide/pages/nurse-aide-practice-exam.aspx</a> <a href="https://www.theabfm.org/tutorial/cbt/index.html">https://www.theabfm.org/tutorial/cbt/index.html</a> <a href="https://quizlet.com/57872093/practice-questions-cna-state-exam-flash-cards/">https://quizlet.com/57872093/practice-questions-cna-state-exam-flash-cards/</a> <a href="https://cna.plus/pass-cna-skills-test-how-to/">https://cna.plus/pass-cna-skills-test-how-to/</a>
Automotive Service Technology	<a href="http://lv2014.dors.cdbsite.com/">http://lv2014.dors.cdbsite.com/</a>
Pharmacy Technician	<a href="http://www.denalirx.com">www.denalirx.com</a> <a href="http://www.uspnf.com">www.uspnf.com</a> <a href="http://www.ashp.org">www.ashp.org</a>
Private Security	<a href="https://www.freshfromflorida.com/">https://www.freshfromflorida.com/</a>
Miami Dade Public Library	<a href="https://www.mdpls.org">https://www.mdpls.org</a> <a href="https://www.mdpls.org/library-card/library-card.asp">https://www.mdpls.org/library-card/library-card.asp</a> <a href="https://www.mdpls.org/community-resources/community-resources.asp">https://www.mdpls.org/community-resources/community-resources.asp</a> <a href="https://www.mdpls.org/digital-library/digital-library.asp">https://www.mdpls.org/digital-library/digital-library.asp</a>
Broward County Library	<a href="http://www.broward.org/library/Pages/default.aspx">http://www.broward.org/library/Pages/default.aspx</a> <a href="https://www.broward.org/Library/Services/Pages/LibraryCard.aspx">https://www.broward.org/Library/Services/Pages/LibraryCard.aspx</a> <a href="http://www.broward.org/Library/Pages/eBooks.aspx">http://www.broward.org/Library/Pages/eBooks.aspx</a> <a href="http://www.broward.org/Library/Pages/OnlineResources.aspx">http://www.broward.org/Library/Pages/OnlineResources.aspx</a>