

Brock University Faculty of Education

Instructional Resource Centre

ADMINISTRATIVE STRUCTURE

AND

OPERATIONAL POLICIES

Policy Review:

Library and Media Services Policies, February 2017

IRC Administrative Structure

<https://brocku.ca/education/currentstudents/instructionalresourcecentre>

Instructional Resource Centre (IRC)

The Instructional Resource Centre Manager reports to the Dean in the Faculty of Education. The IRC Manager is responsible for the overall operation of both the St. Catharines and Hamilton campuses. The Hamilton Campus Supervisor and the Library and Media Services positions report to the IRC Manager.

Library Advisory Committee (LAC)

The Library Advisory Committee is a standing committee of Faculty of Education, Faculty Board. Its primary role is that of an advisory committee to Faculty Board, the Dean of Education, the Instructional Resource Centre Manager, the Hamilton Campus IRC Supervisor and the University Library regarding library services and resources for Faculty of Education programs. LAC is comprised of one faculty representative from each academic education department and the Instructional Resource Centre Manager. The Education Liaison Librarian or designate from the University Library also sits on the committee and may be invited to attend Faculty of Education, Faculty Board meetings.

Computer and Media Advisory Committee (CAMAC)

The IRC work in partnership with the Computer and Media Advisory Committee. CAMAC is a standing committee of the Faculty of Education, Faculty Board. Its primary role is that of an advisory committee to the Faculty Board and Dean of Education regarding development and use of media and computing services; in addition to resources which support instructional and research needs of the Faculty of Education. The Computer and Media Advisory Committee shall consist of one representative from each Faculty of Education academic department and centre, one faculty representative from the Hamilton Campus, the Instructional Resource Centre Manager (Ex-Officio), the Computer Services Manager (Ex-Officio), the Faculty of Education Systems Administrator and Web Master (Ex-Officio) and the Hamilton Campus Systems Administrator and Technician (Ex-Officio).

Library Services Policies

Reviewed by the Library Advisory Committee:

February 2017.

Clientele

- I. Brock University Patrons
- II. Community Patrons:

- Extramural (Community, Professor Emeriti & Alumni Borrowers)
- Inter-University Borrowers
- Direct Borrowers

Open Stack Items

Loan Periods:

Brock University Patrons	Loan Period
Undergraduate Students	4 weeks
Teacher Education Candidates	2 weeks + extended loan during Teaching Blocks
Faculty/Staff/Graduate Students	Term Loan: 120 Day Loan + No Renewal Limit

Community Patrons	Loan Period
Extramural Borrower	2 weeks
Research Extramural Borrower	Term Loan
Inter-University Borrower	2 weeks
Direct Borrower	2 weeks

Recalls: Items issued on term loan can be recalled after a 2-week loan. Recalled items are to be returned within 3 days. Items circulated to Teacher Candidates during a teaching block cannot be recalled.

Holds: Permitted on all open stack items. DVDs and VHS may be booked for specific showing dates. If items booked or on hold are not picked up after 3 days' notification, items are returned to the stacks.

Renewals: Renew material online using [My Library Account](#) or in person at the IRC Circulation Desk. IRC resources may not be renewed by telephone. Borrowers whose privileges have been suspended may not renew resources. Undergraduate students are permitted up to 4 consecutive renewals per item if another user has not requested the item. All other borrowers are allowed one renewal per item. <https://catalogue.library.brocku.ca/patroninfo/>

Item Limit: In accordance with University policy, Extramural (community & alumni) borrowers may borrow no more than a grand total of 15 items from all university libraries at any one time.

Reserve Collection

- Borrowers:** Brock University Patrons only.
- Loan Periods:** 3 hour
1 day
2 days
- Recalls:** None.
- Holds:** None.
- Renewals:** 1 and 2-day reserve items only IF another copy is available.

Test Collection

- Borrowers:** Faculty of Education instructors.
Faculty of Education graduate and additional qualification students with “Permission to Borrow Tests” form authorized by a Faculty of Education faculty member, instructor, or advisor.
- Other patrons may consult test material in the IRC only.
- Loan Period:** Term loan or 2 weeks depending on patron type.
- Recalls:** After 2 weeks’ loan. Recalled items are to be returned within 3 days.
- Holds:** Permitted. If not picked up after 3 days’ notification, items are returned to the stacks.
- Renewals:** Unlimited, if no holds are against the item.
- Labels:** Psychological tests are labelled with the following note:
“This test may be used for instructional purposes only. Any use of this test with human subjects must be conducted under the supervision of a university psychologist or a psychologist registered with the Ontario Psychological Association.”

Fees

Overdue books or government documents	\$0.50 per day per item
Overdue reserve material	\$1.50 per hour per item
Overdue recalled material	\$2.00 per day per item
Overdue multi-media material	\$ 0.50 per day per item
Lost whiteboard marker	\$1.00 replacement charge
For James A. Gibson Library	See Gibson Library Homepage

Suspension of Borrowing Privileges

Borrowing privileges are suspended when:

1. A patron owes the University Library and/or the IRC \$10.00 or more in fees, or in bills for replacement, etc. Borrowing privileges are re-instated when the patron pays the amount in full.
2. A Brock University, faculty or staff member owes the University Library and/or the IRC \$20.00 or more in fees, or in bills for replacement, etc. Borrowing privileges are re-instated when the patron pays the amount in full.
3. The IRC item is more than 7 days overdue.

A block is placed on the student self-serve account which could impact registration for courses, transcript requests, and receipt of a diploma. Use [My Library Account](#) to view currently checked out items and fees owing.

<https://catalogue.library.brocku.ca/patroninfo/>

Replacement of Lost/Damaged IRC Material

Bills for Replacement: Issued after an item is 32 days overdue.

Replacement Cost: Actual current cost of item (plus U.S. funds exchange if applicable). If item is out of print, cost estimate is calculated.

Processing Fee: Non-refundable \$15.00. Full payment required.

Appeal of IRC Fees

Users who wish to appeal a library fee or charge may do so by completing an [online appeal form](#). The request will be reviewed and an e-mail response will be sent within ten (10) working days.

https://brocku.ca/webfm_send/43291

Correspondence Policy

All University Library correspondence for students, faculty and staff is sent to a Brock University e-mail address. See [ITS Help Desk](#) for information on your e-mail account and on forwarding mail to another address. <https://brocku.ca/information-technology/contactus>

All borrowers are responsible for responding promptly to e-mail or print communications from the IRC. Printed notices will be sent when Bills for Replacement are required and for library users who do not have an e-mail account. Borrowers can check the status of their account and modify contact information by using [My Library Account](#).

<https://catalogue.library.brocku.ca/patroninfo/>

Withholding of Degree or Grades

“No student owing the University fees or fines will receive a diploma, certificate, transcript or a statement of final grades or have any such statements communicated to parties outside the University, until the debts have been cleared to the satisfaction of the University.” (Brock University undergraduate and graduate calendars).

Ontario Ministry of Education Curriculum Guidelines

Class sets of select Ontario Ministry of Education curriculum and support documents are supplied to the Faculty of Education by the Ministry of Education.

Storage: IRC
Supplied to: Faculty/Instructors only- Class Sets

<http://www.edu.gov.on.ca/eng/document/curricul/curricul.html>

MEDIA SERVICES POLICIES

Instructional Resource Centre

Reviewed by the Library Advisory Committee:

February 2017.

The Instructional Resource Centre (IRC) collection includes purchased, copyright protected, multi-media resources with public performance rights and licenses.

Equipment Borrowing Regulations

Booking Notification: 24 hours in advance.

Hamilton Campus Classroom Media Equipment Bookings:

Contact IRC Staff: 905-688-5550 X3612

- Any Brock University patron may book audio-visual equipment to be used in the Hamilton Campus building.

St. Catharines Campus Classroom Media Equipment Bookings:

Contact IRC Staff: 905-688-5550 X3357

- Classroom equipment for use elsewhere in the University must be booked with Informational Technology Services/Audio Visual Services at X3358. ITS booking and lending policies differ. Please consult ITS for details or access the Audio-Visual Requests form at: <http://www.brocku.ca/information-technology/teaching/av/audio-visual-requests>

Off Campus and Research Media Equipment Bookings:

- For use by Faculty of Education faculty, staff, research assistants, and graduate students only for instructional/research purposes.
- Research assistants and graduate students will be required to complete an *IRC Media Equipment Agreement Form* prior to a booking. The form will be kept on file in the IRC for further reference.
- *Term Loan Borrowers* (subject to recall after four-week loan; if recalled, must be returned within 72 hours.)
- For research purposes an extended four-week loan will be provided for the following equipment: digital camera, digital camcorder, digital DVD player, digital voice recorders, tape recorders and transcribing machines.

Laptop Loans:

- For use by Faculty of Education faculty, staff, research assistants, graduate students and teacher candidates at the Hamilton Campus only. Teacher candidates at the St. Catharines Campus may borrow from the James A. Gibson Library.
- Research assistants and graduate students will be required to complete an *IRC Computer Laptop Agreement Form* prior to booking. The form will be kept on file in the IRC for further reference.
- *Term Loan Borrowers* (subject to recall after **two**-week loan; if recalled, must be returned within 72 hours.
- Laptops can be renewed if no other bookings have been placed.
- Returned Laptops will be subject to inspection, updates and routine maintenance by the Faculty of Education Computer Services staff members. Any loss in application from this process is the responsibility of the borrower. The borrower should ensure that any such licenses are retrieved from the device prior to returning it.

iPad/Tablet Loans:

- For use by Faculty of Education, faculty, staff and teacher candidates in the Ontario College of Teachers (OCT) program.
- Faculty of Education, Department of Teacher Education, teacher candidates may borrow the iPads on a 3-hour reserve for on campus use.
- Faculty, staff and teacher candidates in the OCT program will be required to complete the IRC, *iPad Acceptable Use Policy Guidelines* agreement form prior to booking. The form is kept on file in the IRC for further reference.
Form: https://brocku.ca/webfm_send/37253
- *Term Loan Borrowers* are subject to recall after **two** week loan; If recalled, iPad must be returned within 72 hours.
- Any purchased applications are the exclusive responsibility of the borrower. Free applications may be downloaded; all must be educational in nature.
Please contact the Computer Media Technician, X3165 at the Hamilton Campus or the Library Media Production Assistant, X3357 at the St. Catharines Campus.
- Returned iPads will be subject to inspection, updates and routine maintenance by the Faculty of Education IRC or Computer Services staff members. Any loss in application/app license from this process is the responsibility of the borrower. The borrower should ensure that any such licenses are retrieved from the device prior to returning it.

On Campus Media Equipment Bookings:

Smart Board Units

- For use by Faculty of Education faculty, staff, teacher candidates and graduate students only.
- An operational training session with an IRC Library/Media Technician is required prior to booking a Smart Board.

- IRC Library/Media staff to verify and note that eligible users are trained at the time of booking the Smart Board.

Video Conference

- For use by Faculty of Education faculty and staff members only.

Liability and Damage/Loss

The Faculty of Education assumes responsibility for damages and loss of IRC equipment used for instructional purposes by faculty in the Hamilton Campus classrooms and at off-campus Faculty of Education program locations. Cases of blatant abuse by patrons are dealt with on an individual basis.

Faculty of Education faculty, staff, research assistants, graduate students and teacher candidates (OCT) using IRC equipment for research and other non-instructional purposes are liable for all damages and loss. Brock University does not insure the equipment.

Sale of Media Production Instructional Supplies

The IRC houses a small selection of instructional supplies for sale to patrons. The IRC manages the purchasing, pricing, and inventories of stock and prepares monthly deposits.

Only instructional media production supplies are sold by the IRC outlet. Books are sold in the Brock University Campus Store only. The sale of machine based items, such as laminating film, 3D printer filament, button making and coil binding supplies is managed by the IRC.

Faculty of Education Faculty and Staff: Instructional supplies are available for purchase in the IRC and charged to the academic department's instructional supplies account.

Students: Purchases made by cash/cheque sales only.

Other Brock University Faculty and Staff: Supply and machine-based service sales are recorded by IRC staff and authorised by the faculty/staff member purchasing. Departments are issued bills on a monthly basis for laminating, coil binding and button making, etc.