

State of Washington
The Evergreen State College Library
Olympia, Washington
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. LIBRARY POSITION PAPER NO. 2

Introduction

The media services at The Evergreen State College will be developed to meet the unique needs of its students, faculty and community; this is a preliminary statement regarding the role of media services at TESC.

Media services are an integral part of the generic library planned for TESC, discussed in Library Position Paper No. 1. As part of the library a variety of professional and creative services involving the instructional and related affairs of the entire college will become the responsibility of the media staff. These include:

Work with faculty members in analyzing and evaluating learning problems and methods involving the use of media; and development of techniques and materials to achieve learning objectives.

Work with students in analyzing and evaluating learning problems and providing the opportunity for the production and utilization of various media to meet student needs.

Provide for the collection and dissemination of information pertaining to new instructional media, including such developments as the application of automation to learning processes.

Cooperate within the structure of the college in organizing, equipping, and maintaining media facilities for the learning processes, including such facilities as foreign language and speech laboratories, computer-assisted learning techniques, teaching devices, instructional television applications, programmed self-instruction, simulation, and a variety of applications of resources available for listening, exploitations of mechanized practices, media productions, and large group presentations.

Develop and operate a service designed to provide, maintain, distribute and circulate audio-visual equipment and materials for college instructional uses.

Initiate procurement of all audio-visual equipment and materials. Consult and advise in the purchase or rental of specialized audio-visual equipment and materials. Initiate appropriate requisitions in accordance with established procedures for media equipment and materials for general instructional purposes.

Develop project proposals directly related to the generic library and consult with others preparing proposals to insure the full support by and utilization of library resources.

Plan and maintain facilities for the college-wide use of media, including space, facilities and equipment in both existing and future college facilities.

Help conceptualize, then produce, instructional materials not available from commercial sources.

Maintain an active involvement in academic programs and curriculum development, guaranteeing the library the opportunity to ready its resources in support of existing, changing and new programs and objectives.

Provide within the framework of college policies and budget allocations, media services for college-sponsored special functions.

To provide these described services and functions it will be necessary to have available a variety of information sources. Some files might include:

Full budget accounting by media and other library functions.

Inventory of all media equipment and materials owned by the college.

Inventory of instructional facilities with descriptions of available services.

Selective inventory of resources available off-campus.

Inventory of other selected media libraries.

Schedules of all instructional personnel.

Selected information on students.

Schedules of all persons working in or for media section.

It will not be enough to just have information stored, we must be able to get prompt responses in using the various information systems to meet operational and planning needs. Access indexing will be of prime importance.

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