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*Policy Name: Media Resource Policy*

*Policy Owner: Director*

*Policy Code: 114*

*Policy Effective Date: July 1, 2017*

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#### 114.1 – Media Resource

Media Resources are described as educational items such as reference books, magazines, visual and audio material, and equipment; internet access; and other material to help fulfill the institution's purpose and supports its educational programs. Media Resources are used by the instructor to teach theory and demonstrate services to students.

#### 114.2 - Purpose of Media Resource

Media resources are imperative to the learning and development of our student's success. Media Resources are described as any educational material use in the performance of teaching and or instructional material. Media resources aid in the development of the students over all understanding of information.

#### 114.3 – Responsibility: Administration

It is the ultimate responsibility of the instructor to be prepared with all media item needed for the period of instruction. Before a period of instructions the Instructor/administrator will always brief the student of the rules before the student take possession of the media resource and or equipment. The Administration or the Inventory personnel is responsible for ensuring that all media items requested by the instructors are ordered in a timely manner to allow the instructor to be prepare for the period of instructions. The administration personnel will be responsible for ensuring the internet capabilities are in place and functioning to provide service to the office and media equipment. It will be the Administrations responsibility for maintaining the budget spending for the inventory supplies.

#### 114.3a – Inventory Personnel

It is the Inventory personnel responsibility to ensure that all media material is current and in good condition for the performance and readability for the learning and teaching of the students and instructors. This is to include the maintenance warranties and updating of technical internet base equipment. The Inventory personnel are responsible for evaluating the functionality of all equipment and are responsible for recommending the replacement of equipment and materials needed.

#### 114.4 - Purchase Plan

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The Purchase Plan is design to allow the inventory Personnel the accessibility to purchase items and equipment for the institution as need. This Plan will demonstrate the process of buying supplies both as needed and emergency.

#### 114.5 – When to Purchase

Inventory items are purchase as deem necessary to maintain the stock supplies above 50% of the item and or as a whole the entire supply stocked items. If at any time the instructor requires additional teaching materials, the inventory personnel can purchase the items a local supply store.

#### 114.6 – Evaluation of Media resources

Media Resources are evaluated to assess the compatibility to the Governing state requirement to educate students. The compatibility of tools, equipment, chemicals, and implements must support the governing state as well as the industry standard. If and when such items listed into inventory become incompatible, the instructors will bring their evaluation data to the director to determine whether the item and chemicals are up-to-date.

#### 114.7 – Media Resources Lease Agreement

Montana Barber Institute will be establishing a contractual agreement between the student and the institution. This will be for the purpose of providing the students with electronic tablets for study and research during the educational and training hours. This agreement will allow the student the ability to read along with the instructor as well have the capabilities to high lite and make notes without have to acquire additional implements for study. This agreement will make the student responsible for the tablet and damages while in their possession. The agreement will establish a monetary fee which the student will be charged monthly.

#### 114.8 – Use

All Media Resources are all used for the benefit of the students. Media Resources such as tools and equipment are all demonstrated to the students upon allowing student to operate any electrical or motorize equipment. The rules are clearly expressed to the student about the misuse of Media resources that are afforded to them. All motorize tools and electrical equipment are inspected to ensure that the students have not committed any violations or made any unauthorized adjustments. Measures are put in place to ensure the protection of the welfare of the public and students. The Media resources Policy is thoroughly express and student is given an agreement that will be signed to allow the student to use such Media resources that are requires consent.