
Policy Name: MEDIA RESOURCE POLICY

Policy Owner: Director

Policy Code: 114

Policy Effective Date: July 19, 2018



Purpose

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.

Scope:

- 114.1 Media Resource
- 114.2 Responsibilities
- 114.3 Budget Resources
- 114.4 Purchase Plan
- 114.5 When to Purchase
- 114.6 Evaluation of Media Resources
- 114.7 Media Resources Lease Agreement
- 114.8 Use of Media Resources

114.1 - Media Resource

Media Resources are described as educational items such as reference books, magazines, visual and audio material, and equipment; interactive smart board, 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 – Responsibilities

It is the ultimate responsibility of the instructor to be prepared with all media items 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 takes possession of the media resource and or equipment. The Administration is responsible for ensuring that all media items requested by the instructors are ordered in a timely manner to allow the instructor to be prepared 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. The administration department will also be responsible for ensuring that all media material is current and in good condition for performance and readability for the learning and teaching of the students and instructors. This is to include the maintenance warranties, updating of technical internet base equipment and evaluating the functionality of all equipment and are responsible for recommending the replacement of equipment and materials needed. The Director trains instructors on how to use the interactive smart board, which is used in theory.

114.3 Budget Resources

The office administrator, along with the bookkeeper, will maintain the budget spending for the inventory supplies with an annual budget of \$6,000.00.

114.4 – Purchase Plan

The Purchase Plan is designed to allow the administration department the accessibility to purchase items and equipment for the institution as needed. This plan will demonstrate the process of buying supplies both as needed and emergency.

114.5 – When to Purchase

Inventory items are purchased as deemed 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 administration department can purchase the items at local supply store (with the office administrator approval).

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. The media services will be evaluated annually to determine the effectiveness of the services and use the information to modify and improve media services.

114.7 – Media Resources Lease Agreement

Montana Barber Institute has established a contractual agreement, completed during part one of orientation, 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 having to acquire additional implements for study. This agreement will make the student responsible for the tablet and damages while in their possession.

114.8 – Use of Media Resources

All Media Resources are used for the benefit of the students. Media Resources such as tools and equipment are all demonstrated to the students by allowing students to operate any electrical or motorize equipment. The rules are clearly expressed to the students about the misuse of Media resources that are afforded to them. All motorized 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 expressed, and students is given an agreement that will be signed to allow the student to use such Media resources that requires consent.