



MIAMI LAKES EDUCATIONAL CENTER & TECHNICAL COLLEGE



Media Services Plan 2025 - 2026



*Excellence
In Motion*



Scope and Availability

The Miami Lakes Educational Center and Technical College Media Services provide students with current, comprehensive information related to the learning experience. These services are offered to both faculty and students to support the achievement of learning and program objectives. Along with a range of specialized collections, the media center provides the following services:

- Specialized production services to support the instructional programs
- Audio-visual materials and equipment
- Computer and internet access for student and faculty use
- Professional library services

Current and Relevant Educational Materials

The Media Center houses a variety of collections that includes reference books, leisure and technical manuals; audiovisuals, and instructional CDs. Computers and program-related software, video; and periodicals. These resources provide support to all the career and technical programs in the classroom and shop environment. These materials include periodicals; business, professional and technical reference. Internet access is available throughout the building.

Media services are adequate and support students, faculty, and the objectives of the programs. The circulation system is updated as needed to include new materials received.

Roles and Responsibilities

The media center is staffed by one full-time media specialist. The media specialist is responsible for the implementation and coordination of media services, attends the monthly staff meeting, initiates all purchase requests for the media center, and reports to the assistant director.

The school's media specialist holds a Master's Degree in Library Information Services; he has a current five-year professional certificate with the State of Florida. He meets all state and district requirements for the media specialist position.

The Media Specialist:

- Evaluates, selects, and orders appropriate library media materials and equipment.
- Administers the library media center budget.
- Organizes the collection for easy and quick access and efficient circulation of materials and equipment.

- Plans for and stimulates effective use of media facilities, materials, and equipment.
- Maintains the collection, including materials and equipment; inventories the collection annually.
- Keeps accurate budgetary and inventory records.
- Assists students and teachers in selection and use of appropriate learning resources.
- Coordinates district media services in the school.
- Performs related work as required or as assigned by the supervising administrator or his/her designee.

The Media Center is located in the “6” building and is open Monday thru Friday from 7:00 a.m. to 2:20 p.m. and Friday.

Orientation for user groups

The availability and use of media resources is discussed with students during campus tour and program orientations. They are also oriented to media and equipment on an as-needed basis, especially when students are new or unfamiliar to certain media equipment or supplies.

Instructors may request program-specific orientation sessions to familiarize students with the location, proper handling and procedures for using new media and equipment from vendors, and all relevant educational materials and resource

Inventory

The Media Center conducts an annual inventory of media resources. A physical check is conducted at the end of the school year, at which time records are updated and reconciled. The Annual Media Center Statistics and Inventory Report provide a summary of media activity for the school year and are submitted to the Library Media Services Department of Miami-Dade County Public Schools (M-DCPS).

The collection inventory utilizes the Follett Destiny computer software system to maintain an inventory of books, films, videos, and software. An equipment inventory is available for all equipment exceeding \$1,000 in value. This inventory is coordinated through the administrative office.

Collection Development

The library media center contains a comprehensive collection of teaching/learning resources that enables students and staff to use information and ideas effectively and enable the school to achieve its goals.

A. Purposes of the Collection:

The library media collection serves the following functions:

- Supports the instructional program and school objectives.
- Provides information resources for all areas of knowledge.
- Meets the personal and recreational needs of students.
- Supports the professional needs of teachers and administrators.
- Introduces new instructional technologies into the learning environment.

B. Selection Guides:

The following selection guides will be available in the library media center to assure objectivity, variety, and quality in the selection of materials:

- Comprehensive collection guides
- Non-print guides
- Equipment guides
- An equipment directory and other special collection guides are available as needed. In addition, the library media specialist attends meetings, exhibits, and conferences to examine new materials.

Removal Policy

Reevaluation of the collection is important to keep the collection current and relevant to the changing needs of the curriculum and students. Generally, materials are discarded if they are obsolete, damaged, or no longer appropriate. Teachers are encouraged to participate in this systematic process and to bring to the attention of the library media specialist any item they feel should be replaced or removed from the collection.

Both print and non-print materials will be weeded simultaneously in one major section of the collection each year. Each item will be evaluated per district weeding criteria and will be discarded per the approved procedures. Discarded materials will not be placed in classrooms, since obsolete materials are inappropriate for any educational environment.

Facilities and Technical Infrastructure

The media center is 8,850 square-foot facilities that can comfortably seats 169 students. The main space is divided into three areas of use. The computer section contains 61 workstations. The second area contains tables and chairs that comfortably seat 100 students. A third small leisure reading section provides seating for eight students. Two adjacent rooms provide storage and office space for the Media Center.

In addition to the media center, students have access to classroom computers during classroom hours. The computers are maintained and serviced by the Information Technology Technician. Classrooms are equipped with Student Resource Centers, which are designated areas in each classroom used to provide students with access to a variety of current, relevant educational materials such as textbooks, reference books, periodicals, industry or equipment manuals, audio-visual materials, and other learning resources or materials used as supplemental instructional materials.

Technology Policy

To meet the school's programmatic needs, a variety of computer software is available. The library media center has computers for students, and teachers to use within the center. All persons requesting the use of software must adhere to copyright laws. Students can use the Internet in order to complete class assignments. Users of the Internet are held responsible for adhering to the provisions stated in the M-DCPS Acceptable Use Policy. A copy of the policy is included in the teacher handbook or can be accessed through the M-DCPS home page at <http://www3.dadeschools.net/>

Budget

The school director is responsible for providing an annual media services budget. The media specialist prepares an annual budget proposal to assist the director in making responsible funding decisions. The Media Center is adequately funded to meet the needs of students. A major emphasis has been placed on upgrading the technology resources, leisure reading collection, and audio-visual materials. Funding sources include the school's internal funds, annual allocations from the District, and grants.

Evaluation of Media Services

The media specialist strives to offer quality services and resources. To meet this goal, improvements and evaluation procedures are implemented. Students are asked to complete a survey after they complete their program. They also evaluate the availability of course materials, equipment condition, classrooms, and labs, and their ability to access and use online and media resources. The programs' administrators use the results of the evaluations to improve the scope of the media center.

It places special emphasis on upgrading services and resources available to students and staff so as to make the environment conducive to research and learning. An exit evaluation is taken by students completing a program of study to assess the media center services. The Media Services plan is evaluated annually at the opening of schools' meetings. Faculty and staff review the plan and the services to share the challenges and solutions necessary to enhance the services. Adjustments are made as necessary. The media services plan is available in the media center, the office of the administrators, and the office or classroom of the programs' chairperson.