

Mission Statement

Instructional Resource Centre (IRC) Mission Statement

Reviewed and updated by:

The Faculty of Education, Library Advisory Committee, December 2011

Next Review: 2014

The purpose of Brock University's Instructional Resource Centre's is to provide specialized instructional resources and services required to support Faculty of Education programs through the development of curriculum resources and provision of media services. Although primarily focused on Faculty of Education program support, clients from the university community and local practicing educators are also welcome to utilize the centre's resources.

In this statement, the Library Advisory Committee reviewing Library and Media Resources has attempted to clarify the purpose and primary focus of the Instructional Resource Centre, as well as its clients. The "specialized instructional resources and services" refers to the scope of the Centre's collections and staff. "Clients from the university community" reflect Brock University's academic and administrative personnel who utilize the Centre's resources, as well as Brock University students and other university students for whom reciprocal borrowing privileges have been established. "Local practicing educators" encompasses school board personnel, community college and university faculty and other instructors from agencies serving the Golden Horseshoe Region.

Goals and Objectives

The following long term goals of the Instructional Resource Centre have been identified to describe the Centre's direction and set out its major policies in general terms. When developing these goals and their specific operational objectives, the Library Advisory Committee endeavored to address the key elements of an objectives hierarchy. These elements are the Centre's clients, services, responsibilities, and human and financial resources. An effort was also made to ensure that the objectives were clear, purposeful, short-termed and measurable.

- 1. To develop an instructional curriculum library of current print and multimedia resources related to and adequate to support the needs of Faculty of Education programs and teaching practica in Ontario elementary and secondary schools.**

Objectives

- To develop a collection of current reference tools designed to aid in the definition, selection, and location of curriculum resources and services.
- To develop a reference collection of current Ontario Ministry of Education curriculum guidelines.
- To maintain class sets for course instructors and circulating copies of current Ontario Ministry of Education curriculum guidelines to meet the instructional requirements of Faculty of Education courses.

- To maintain a collection of current Ontario Ministry of Education approved textbooks, with emphasis placed on acquiring teacher resource guides.
- To acquire current books about curriculum development, teaching methodologies and strategies, non-fiction trade books and exemplary children's literature.
- To acquire periodicals describing developments in curriculum and teaching methods and reviewing instructional materials.
- To develop a collection of audio-visual resources to support student teaching practica and Faculty of Education program instruction needs.
- To house and circulate education faculty produced teaching materials utilized in current education courses.
- To collect exemplary teaching resources developed by Faculty of Education faculty and students.
- To collaborate with the University Education Librarian for recommended resources in print and on-line.
- To invite faculty and instructors in the Faculty of Education to suggest new acquisitions to the library collection that support courses offered by Faculty of Education programs.

2. To develop a collection of current instructional audio-visual equipment to meet the instructional presentation, and preview needs of Faculty of Education programs.

Objectives:

- To develop on-going equipment purchase plans to replace equipment that is obsolete or in poor condition with current audio-visual equipment reflecting the type of equipment utilized in Ontario boards of education.
- To develop an on-going equipment maintenance program.

3. To provide equipment delivery and set-up services to Faculty of Education meeting rooms at the St. Catharines campus and to meeting rooms and classrooms at the Hamilton campus.

Objectives:

- To develop an equipment booking system that provides adequate staff preparation time as well as prompt, friendly service.
- To develop on-going equipment purchase plans to replace equipment that is obsolete or in poor condition with current audio-visual equipment reflecting the type of equipment utilized in Ontario boards of education.
- To develop an on-going equipment maintenance program.
- To coordinate a system of conference equipment rental fees with Audio Visual Services within Information Technology Services at the St. Catharines campus.

4. To provide instruction, assistance and facilities for the production of audio-visual instructional materials.

Objectives:

- To provide adequate work space for the production of teaching aids.
- To develop on-going equipment purchase plans to replace equipment that is obsolete or in poor condition with current audio-visual equipment reflecting the type of equipment utilized in Ontario boards of education.
- To develop an on-going equipment maintenance program. To develop orientation programs and provide technical assistance in the use of audio-visual presentation and production equipment.
- To develop and monitor operational procedures that promotes safe use of production equipment.
- To provide, as an agent of the Bookstore, instructional aid supplies.

5. To provide instruction and assistance in the location, selection and use of resources in the Centre's curriculum collections.

Objectives:

- To develop a level of reference service within the limits of the centre's human and financial resources that endeavours to meet the needs of Faculty of Education users.
- To develop bibliographic instruction and orientation programs.
- To develop guides outlining the Centre's services and to assist in the location of its resources.

6. To provide curriculum library facilities to meet Faculty of Education students' individual and small group study and preview needs, as well as collection storage requirements.

Objectives:

- To strive for the most efficient use of limited space.
- To create areas within the Centre to accommodate various purposes and uses.
- To adopt collection storage methods permitting easy access and borrowing, while also utilizing space efficiently.

7. To promote the awareness of Faculty of Education users of new instructional resources.

Objectives:

- To coordinate displays and demonstrations of new instructional materials presented by educational experts or commercial representatives.
- To coordinate displays and electronic notification systems that endeavor to increase user's awareness of the Centre's new instructional resources.

8. To develop budgetary plans, operational policies and systems that strive to enhance access, use and security of the Centre's resources.

Objectives:

- To coordinate with the University Library technical services and information systems support.
- To maintain regular contact with Ontario Faculty of Education libraries and resource centres to promote information sharing and programs of mutual support.
- To periodically review and evaluate the relevance and efficiency of operational policies and systems.
- To coordinate with Campus Security Services regarding security matters.

9. To select, develop and maintain in adequate number, qualified service-oriented library and media services staff required to circulate the Centre's collections and provide library services.

Objectives:

- To develop an employee orientation program reflecting a user friendly and service oriented philosophy.
- To develop staff training programs and procedural manuals.
- To monitor staff workload and service demands to ensure adequate staffing levels and fair distribution of workload.
- To promote professional development programs for staff related to their area of expertise.
- To provide access to professional literature related to their area of expertise.

10. To strive toward equitable media and instructional resource services to programs of the departments and centres in the Faculty of Education.

Objectives:

- To be actively involved with Faculty of Education academic departments' planning and program development for which instructional resources and media services are required.
- To endeavor to develop equitable services within the bounds of financial resources.
- To endeavor to develop budgetary plans that reflect the emerging instructional resource needs of all Faculty of Education programs.