PINELLAS TECHNICAL COLLEGE

Clearwater Campus

Media Services Plan
2026-2027

PCS PINELLAS COUNTY SCHOOLS

Pinellas Technical College, Clearwater Campus

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Overview

Pinellas Technical College- Clearwater Campus (PTC-CLWTR) believes that a learning environment which embraces a varied approach is an effective and efficient method of educating the diverse student population. PTC-CLWTR as adopted a decentralized concept where the use of technology and various media for academic achievement is promoted and disseminated to the programmatic level. This is accomplished by a variety of resources that includes services, materials, equipment, and facilities. To ensure optimum utilization of learning resources, audiovisual equipment and materials, books, periodicals, and other materials are available in each program area.

Pinellas County Schools strives to create systems that align all resources to assure that each student achieves to their highest level. PTC-CLWTR supports the district's strategic plan for high student achievement, safe learning environments and effective and efficient operations.

PTC-CLWTR's School Improvement Plan Goals are that all students will achieve academic, technical and workplace competencies as measured by completion, placement, and licensure. Our goal is to ensure students and staff are effective users of ideas and information. Our mission is aligned with Pinellas County Schools and PTC-CLWTR's School Improvement Plan to assure that each student reaches the achieves highest level of achievement.

Scope and Availability

A variety of materials are made available to PTC-CLWTR students on both campuses. Access to electronic materials through online portals and websites, as well as actual dedicated physical spaces in each program, that house hard copy media materials, are always available. Hard copy materials can include but are not limited to, periodicals, books, and other program specific study materials and industry relevant information. Online materials can include eBooks, web-based study materials with industry relevant information, and programmatic curriculum in the subject areas of each program. PTC-CLWTR also offers, audio-visual materials and equipment, computer access, internet access, LMS (Learning Management System) access, and other materials that help fulfill the institution's purpose.

Availability of materials is an important part of the Media Services Plan. Every effort is made to expedite access and provide quality service to our students. This is accomplished through a variety of web based and physical resources which are made available within the Media Resources areas of each program or through the LMS.

- Students may check out books, study materials and periodicals through their program instructor and through their program directors.
- There is no maximum check out limit except on a case-by-case basis in instances of excess.
- Periodicals are kept up to date and available upon request.
- Videos are available on-line through Canvas or other media outlets.
- All students must adhere to the Pinellas County Schools Internet Usage Policy.

Relevance and Evaluation

A limited number of industry-related periodicals and reference materials are available in the program's classroom and media resources area. The department chair and/or the instructor is responsible for the media selection for his or her program. Input from all members of each Occupational Advisory Committee and our School Advisory Committee is strongly encouraged in the selection process.

Both print and non-print materials are ultimately selected to align with learning outcomes, support and enrich the curriculum, promote critical thinking, provide current information, encourage literary growth with consideration for differences in students' interests and abilities.

Criteria for selection can include:

- Contribution of the material to expected student learning outcomes
- Contribution of the material to program objectives
- Degree of interest and appeal to students and staff
- Favorable reviews
- Reputation of author or publisher
- Validity, currency, and appropriateness of material
- Representative viewpoints on controversial issues
- Variety of format
- Timeliness

Evaluation of the media resources collection is important in maintaining a quality collection. Withdrawing and discarding materials is part of the evaluation process. Selection and evaluation are based heavily on the faculty's specialized knowledge in their respective subject areas. Input from all members of each Occupational Advisory Committee and our School Advisory Committee is strongly encouraged. The media resources available to students is discussed and evaluated through these committees.

Items will be considered for removal from the collection when meeting the following

- criteria: Are in poor physical condition
- Contain outdated information
- Contain inaccurate information
- No longer supports the curriculum
- Date of publication older than ten years

Students also have an opportunity to make suggestions for improvement pertaining to all areas of the school when they complete the Student Satisfaction Survey. This includes media resources.

Orientation

New students are informed of media resource availability, internet accessibility, policies, and procedures during orientation and within the first day or two of a program's start. This information is normally provided by instructors and Student Services Staff. All students are also oriented to the Canvas LMS upon beginning a program.

New instructors receive orientation to media services through the new employee initiation program provided by Pinellas County Schools, through onboarding by PTC-CLWTR's Administrators and PTC-CLWTR's IT personnel.

Staff

The Program Instructor, as well as support staff, helps students with finding and accessing available resources. Students may access the Internet or work quietly in a study area. Computers offer a wealth of information in electronic format such as instructor recommended online resources and career/job market opportunities.

The Program instructors, along with the Curriculum Coordinator and the Assistant Directors, are responsible for the implementation and coordination of program specific media services. They plan, arrange, administer, and implement the media resources in a way that supports the mission and objectives of the school district. The duties and responsibilities are:

Program Instructor

- Plans, arranges, administers, operates, and supervises media resources, developing policy for efficient operation and optimal availability
- Develops a balanced collection that is representative of diverse points of view
- Encourages instructor and student input concerning suggestions for purchase
- Supervises the regular inventory of library materials, evaluates the collection, weeds obsolete and worn materials and updates inventory records.

Assistant Directors/Curriculum Coordinator

- Assists instructors in integrating library/media center services and instruction with classroom learning
- Assists teachers in finding materials to support instruction as well as professional growth
- Serves as a resource person to administrators, teachers, and students

- Plans and maintains a professional library of resources (electronic and physical) to promote professional development
- Supervises and participates in curriculum committees
- Maintains cooperative relationships with local resources and other community organizations

Student Services

- Provides orientation for new students
- Provides individual orientation for new instructors as needed
- Provides career placement resources and support
- Works with Students in all programs and ability levels

Professionals (IT)

- Attends workshops, in-service activities and conferences and takes course and online activities to update professional skills
- Is aware of electronic resources (listservs, databases) that foster professional growth
- Functions as a school resource for issues regarding copyright
- Maintains professional relationships with faculty and administrative staff

Inventory, Budget, Replacement and Repairs

A computerized inventory of audiovisual equipment is maintained and is inventoried annually by the district. The Pinellas County School System requires that all equipment be ordered using the county bid list and must be purchased through the administrative office. Equipment is available for teachers to use on a short – term loan for special needs and to temporarily replace equipment that is out for repair. Repair and maintenance of IT equipment is handled through the district IT Support.

The school receives funds for media-related expenditures as part of the annual discretionary budget allocation. In addition, trade-specific magazines, audiovisual materials, audiovisual equipment, and supplies to support and meet the departments' needs are provided. When necessary, staff members are provided instruction in the use of audiovisual equipment and assistance with other library/media activities. Funds are allocated for the purchase of books, periodicals, software, and equipment.

The Administration and Support Staff are available to assist with the operation of equipment, recommendation for purchases, updates of educational materials, provision of approved vendors for AV equipment, interaction with outside vendors, integration of technology with the curriculum and utilization of multimedia resources.

Facilities and Technical Infrastructure

Equipment and supplies for producing curriculum materials are available in the various areas around campus. Some instructors have individual document centers, others share document centers. Lamination services and high-speed copying services are available in the administrative workroom in Building 2. Every program classroom or lab has desktop computers and/or laptop computers, LCD projectors and/or Interactive Televisions and/or Smartboards. Three areas on the campus are equipped with large screen projectors to accommodate large group instruction.

PTC-CLWTR maintains internet access through a secure network provided by the Pinellas County School District. Data is stored on on-site servers and backed up off-site as described in the Technical Infrastructure Plan.