EDUCATIONAL MEDIA RESOURCE CENTER
Audio Visual Aids Department
Ministry of Education, Youth Affairs and Sports

POLICY GUIDELINES

1. RATIONALE

This policy document serves to guide the development of the Educational Media Resource Center (EMRC) of the Ministry of Education, Youth Affairs and Sports. It seeks to present standards to complement new developments in the digital age. In addition it presents a guide for administrators, which can be replicated in schools. This document also presents some guidelines on copyright and fair use with the view of influencing all stakeholders to be more compliant with legal and ethical issues.

2. STATEMENT OF PURPOSE

Our mandate is to contribute to the attainment of the highest standards in education, through training and the provision of educational media resources, consistent with the goals and policies of the Ministry of Education, Youth Affairs and Sports.

3. AIMS

a. To provide a centralized collection of print and non-print material to support the needs of Ministry personnel, school administrators and teachers.

b. To establish a collection, development and maintenance policy for the Ministry of Education, Youth Affairs and Sports.

c. To provide a loan/delivery service of library resources that would include mobile displays on various topics and projects.

d. To provide training for administrators in the various aspects of instructional technology.

e. To provide facilities for the previewing and evaluation of all materials to be used in (or provided by) the EMRC.

f. To provide information for educators through newsletters, electronic bulletin boards, web pages, displays or any other means which may be deemed necessary.

g. To maintain the working relationship with the National Library Service and other EMRCs and educational institutions.

h. To provide technical support and training aimed at Ministry personnel and teachers

to deal with the new technological approaches in the teaching and learning process.

4. ACQUISITIONS
Criteria for Acquiring Materials

Materials to be acquired for the collection will be:

    a. Audio resources including audiocassettes, CDs and any other digital audio file that provide instruction or any other presentation deemed educational.

    b. Video- VHS format NTSC. Broadcast quality programmes (BETA), DVDs and any other digital video file.

    c. Charts, study prints, posters, maps, models, multimedia packages to be obtained in flat, 3D or life-size format and any other relevant digital images.

    d. Computer Software- Priority will be given to acquisitions, which include 1. Drill and Practice   2. Tutorial   3. Simulation; and correlate with the National Curriculum.

    e. Books and reference material, including electronic resources, which support the professional needs of Ministry personnel and teachers.

    f. Magazines and periodicals relating to educational development, research in education, general interest and personnel development.

A major effort will be made to have software that is culturally relevant, current and meets the goals and objectives of the Ministry of Education, Youth Affairs and Sports.

The material should not promote discrimination re: colour, race, religion or contain socio-economic biases.

Back issues of periodicals and magazines will be disposed of on a withdrawal schedule appropriate for each.

5. Procedures for Complaints

Complaints re: acquisitions policy should be made in writing to the coordinator. Reasonable suggestions will be considered for implementation.

6. Gifts/Donations

The EMRC will only accept donations that are in keeping with the aims set out in # 3.

The coordinator has the final decision as to which items qualify for acceptance.

7. OPERATION LOAN POLICY

a. The majority of the collection in the Resource Library will be available on loan to registered users at the Ministry of Education, Youth Affairs and Sports, administrators and teachers.

b. All registered users must comply with the policy of the EMRC or relinquish their right to use the facility.

c. All hardware/software leaving the EMRC must be signed out and their destination recorded electronically or manually.

d. The borrower is responsible for ensuring that the items borrowed under his/her name are returned to the center and are signed in as returned.

e. The borrower will be liable for the cost of any hardware/software which is damaged or lost.

f. All requests for loaning hardware should be made at least two weeks in advance. EMRC personnel cannot guarantee that late requests will be acknowledged.

g. Persons borrowing hardware will be given documentation for presentation to the Ministry's security if or when challenged.

h. Administrators and teachers may visit the EMRC to make selections from the relevant catalogs or database.

i. Clients will also be able to access the online facility set up for their convenience.

j. Any software, which appears on the database but is currently on loan, can be placed   on request. The library staff will make every effort to service the request.

k. Clients will not be allowed to borrow more than three audio/video tapes or CDs at any one time and these should be returned within the time as indicated by the library assistants.

8. SOFTWARE REVIEW CENTER

Role of SRC

The Software Review Center (SRC) has been established within the EMRC to assist educators with identifying the highest quality technology resources. It provides a clearing house for educational multimedia thus reducing duplication of efforts while ensuring consistency of evaluation. The SRC will be used mainly for:

a. **Reviewing and evaluating software for use in the teaching/learning environment. Emphasis will be placed on:**

> - Pedagogical aims and characteristics of the software before being used in the system;

> - Isolation of software with cultural, gender and religious biases;

> - Documentation of the evaluative findings.

b. **Demonstrating the integration of technology into the instructional process.**

c. **Training in the development and design of software packages for use in the school system and modification of multimedia for cultural relevance:**

> - Research and scripting of software packages;

> - Writing of programs based on pedagogical requirements.

d. **Guidelines for acquiring software:-**

Software acquired for review will be based on:

- Needs determined by curriculum officers and teachers,

> - Goals and objectives set out by the Ministry of Education, Youth Affairs and Sports,

- Hardware requirements specified by the project.

Users' Security

All patrons should be aware that the Internet is not a secure medium and a third party may be able to obtain information regarding users' activities.

Compliance

The Library reserves the right to take appropriate action to ensure compliance with this policy.

9. COPYRIGHT

Copyright can be considered a form of intellectual property, which grants the creator the legal right to restrict the copying of an original or creative expression. This could be an essay, a song, a web page, a dance move, a video, or a product of any kind, etc. Copyright laws grant the creator the exclusive right to reproduce, distribute, perform and display his/her work publicly**.**

   a. Software cannot be copied in part or whole without written permission from the authorized distributor or publisher. The Resource Library of the Ministry of Education, Youth affairs and Sports cannot give this approval.

   b. Anyone who makes unauthorized copies of software is liable for copyright infringement.

   c. Some distributors will allow libraries to lend or lease software to patrons for non-profit purposes. Anyone who borrows a software package and copies the said software or uses it in anyway for profit has infringed the copyright laws and is liable for prosecution.

   d. Where copyright permission is granted, arrangement can be made to have the copying done. Adequate time should be given for this service. In such cases users will be required to provide blank media (whether cassette, DVD, CD) for copying**.**

10. Acceptable Use - Ministry of Education, Youth Affairs and Sports

It is understood that the hardware and software at the Ministry of Education, Youth Affairs and Sports must be used for the sole purpose of educational research in the preparation for the empowerment of Ministry personnel and the development of effective schools

   a. Personnel must refrain from accessing any links or messages that may be deemed to be offensive and would bring embarrassment to the institution that is responsible for

education in Barbados.

b. Personnel must accept responsibility for ensuring that copyrighted materials are not in any way copied or downloaded and redistributed on any network at the Ministry of Education, Youth Affairs and Sports.

c. Any occurrence of suspicious messages or inappropriate information being transmitted on any of the systems should be immediately reported to the Coordinator of the EMRC or the Manager of Management Information Systems (MIS).

d. While using web mail and other means of communication personnel should not use any language that can be deemed as obscene, abusive or can be imputed by any party as being intimidatory or can be considered as harassment.

e. In cases where abusive language or any message deemed to be intimidatory is received from an external source, this is a serious offence and should be reported as indicated in 10 c.

f. All personnel persistently violating the acceptable use policy will be denied the privilege of using the technology.

g. Personnel should not move or replace hardware and/or cabling without the authorization from the manager of MIS.

I have read the above and hereby declare that I undertake to abide by all the conditions as set out in this policy.

Name: _____   Status/Position: _____

Signature: _____   Date: _____

Manager (MIS) _____   Coordinator (EMRC) _____