INSTITUTIONAL SUPPORT SERVICES

LEARNING RESOURCES CENTER

Harper College maintains a substantial Learning Resources Center (LRC) which provides a variety of services.
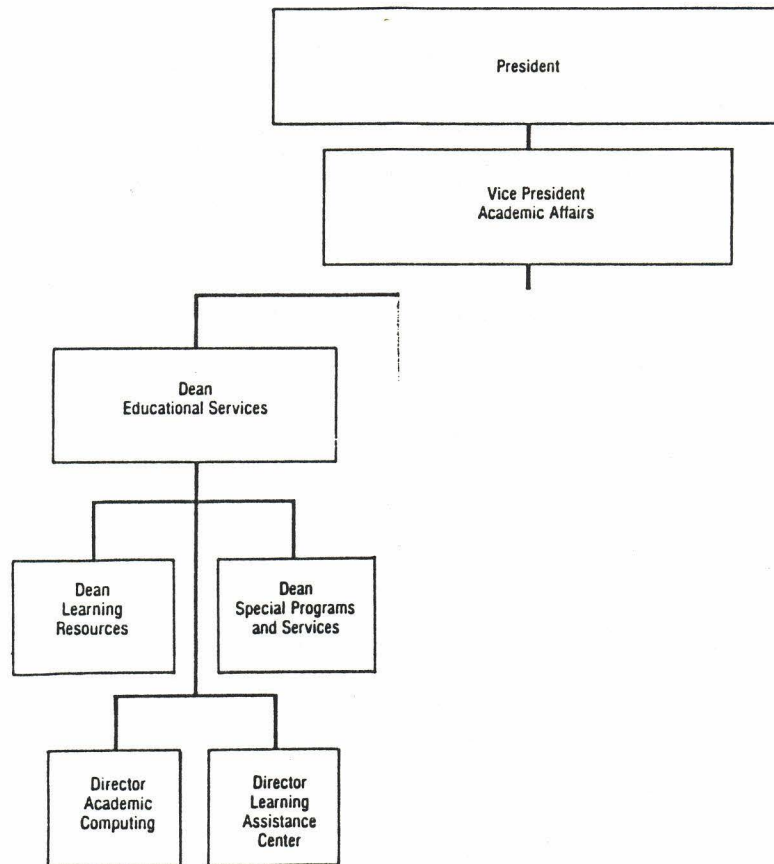
The primary mission of the LRC is to develop an organized collection of materials (print and non-print) to meet the present and future needs of the College's programs for teaching, public service and research. It includes the responsibility for designing and implementing programs, services, and facilities which promote maximum access to the library's collection for all of its clientele.

To accomplish this purpose the LRC is open seven days per week and until 10:00 p.m., Monday through Thursday during the academic year. The LRC collection contains 105,000 volumes, more than 800 magazine titles, and 11,000 non-print titles.

The administration of Library and Media Services has recently been merged into one unit (1986). This provides a more centralized focus to coordinate the diverse group of departments found in this area. Accordingly, the administrative responsibility for both library services and media services is vested in the Dean of Learning Resources. This administrator reports to the Dean of Educational Services who has administrative responsibilities for the areas identified in Exhibit 2-10.

Exhibit 2-10

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                    │        President        │
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                    ┌─────────────────────────┐
                    │     Vice President      │
                    │    Academic Affairs     │
                    └─────────────────────────┘
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          ┌─────────────────────────┐
          │          Dean           │
          │   Educational Services  │
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        ┌──────────────┐   ┌──────────────┐
        │     Dean     │   │     Dean     │
        │   Learning   │   │ Special Programs │
        │  Resources   │   │  and Services │
        └──────────────┘   └──────────────┘
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    ┌──────────────┐   ┌──────────────┐
    │   Director   │   │   Director   │
    │   Academic   │   │   Learning   │
    │  Computing   │   │  Assistance  │
    │              │   │    Center    │
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The major LRC services include the following:

Library Services

Library Orientations: Reference librarians give group library tours and orientations, plus instruction in locating and using library resources for class assignments and research.

Reference: The reference desk is staffed at all times with a professional librarian. During the peak hours of operation, two librarians are on duty to assist patrons. The reference librarian also provides subject bibliographies for faculty members.

Interlibrary Loan: Library patrons may request books and reprints of articles or newspapers from other libraries through this service.

On-Line Database Searching: Computerized subject searching through the Dialog Information Retrieval System, Wilsonline, and Vutext is provided to students and faculty.

Circulation: This area controls the distribution of print and non-print materials, houses the reserve collection, and is responsible for the shelving and maintenance of the collection.

Cataloging: The department makes the collection accessible to the Harper community by means of author, title, subject or added entries for all materials. All print and non-print items are processed here.

Special Collections: The library has six special collections which augment the instructional programs of the college. These collections are: U.S. Department of Commerce Collection; Illinois Documents Collection; Legal Reference Collection; College Catalog Collection; Best Seller Books Collection and a collection of current clippings and pamphlets.

Acquisitions/Collection Development: Order forms for books and audiovisual materials are provided to the faculty to assist in the development of the collection. This area also orders and maintains the periodical collection.

Photocopying and Typewriters: As a service to the users of the LRC, photocopiers for print, microfilm and microfiche have been provided, as well as typewriters for term papers, etc.

Media Services

Audio Visual Equipment Distribution and Television Distribution: As part of the instructional process, media equipment is prepared for operation and distributed to in-lecture/demo centers, laboratories and classrooms. Films and videotapes are shown through the closed circuit TV system and cable TV.

Telecommunications: The college broadcasts telecourses, special programming and character generated messages over American Cable (Channel 26) and Cablenet (Channel 91). Special programming, provided through the efforts of the LRC and a telecourse coordinator are shown when telecourses are not scheduled. Messages about the college are distributed for community involvement with audio provided by WHCM (Harper College radio station) during the station's hours.

Television Production: Video and slide/tapes are produced for instructional and informational use for Harper College. Programs can range from complex TV productions to multi-screen/multi-projector projections.

Photographic Services: 35mm color slides, black and white prints, large black and white transparencies, and copy work are prepared for use in the classroom.

Graphic Services: Institutional graphics for publications, displays and newsletters are prepared, as well as graphic and typographic instructional materials, which includes artwork for projectuals, charts and graphs, cartoons, posters and signs.

Print Shop: Correspondence, memos, workbooks, tests, pamphlets, brochures, forms and posters are printed for Harper College.

Maintenance and Engineering: The media service technicians maintain and repair electrical and electro-mechanical equipment. Included is the repair of microcomputers and peripheral equipment and test equipment used in the electronics curriculum.

Copying Machine Services: "Key" operated copy machines are available throughout the campus and Northeast Center for department use.

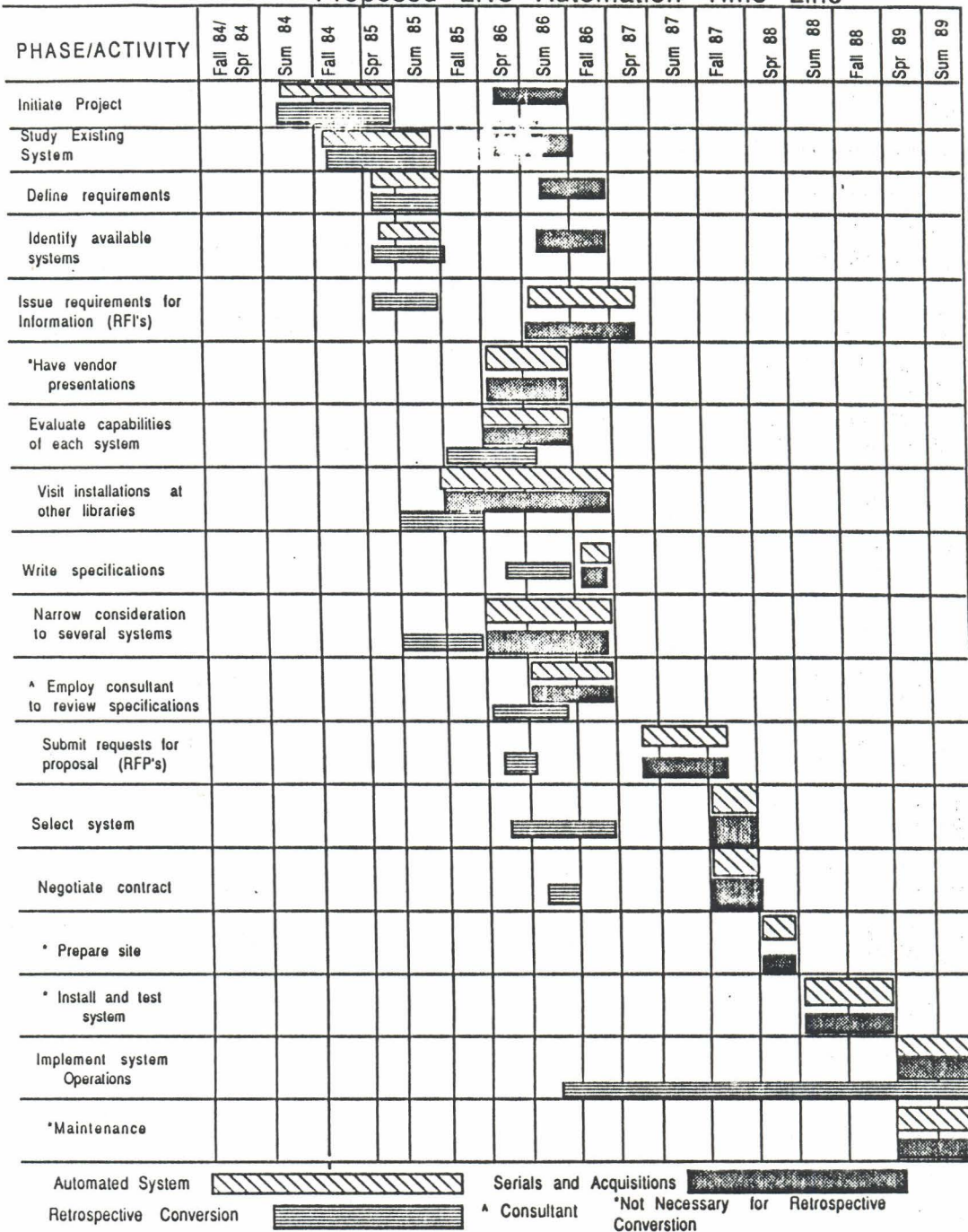## LEARNING RESOURCES CENTER SUMMARY

The total size of the collection is not expected to increase until more space becomes available. The use of Building F by other departments requires that the collection be continually weeded in order to accommodate the acquisitions of new materials. No print or non-print materials are removed from the collection without prior consultation with faculty members.

Just as the weeding process involves faculty, so does the acquisition process. Print and non-print materials are reviewed and/or previewed by faculty before purchase. This practice has been in effect since the inception of the college. Accordingly, the content of the collection has been determined largely by faculty and administrators working in cooperation with the Library Services faculty.

There have been significant changes in the Learning Resources Center during the past five years. The Library is in the process of moving from a traditional non-automated system of serving patrons to an automated system. As Exhibit 2-11 (Automation Time Line) indicates, a number of

Exhibit 2-11

Proposed LRC Automation Time Line

PHASE/ACTIVITY	Fall 84/ Spr 84	Sum 84	Fall 84	Spr 85	Sum 85	Fall 85	Spr 86	Sum 86	Fall 86	Spr 87	Sum 87	Fall 87	Spr 88	Sum 88	Fall 88	Spr 89	Sum 89
Initiate Project																	
Study Existing System																	
Define requirements																	
Identify available systems																	
Issue requirements for Information (RFI's)																	
*Have vendor presentations																	
Evaluate capabilities of each system																	
Visit installations at other libraries																	
Write specifications																	
Narrow consideration to several systems																	
^ Employ consultant to review specifications																	
Submit requests for proposal (RFP's)																	
Select system																	
Negotiate contract																	
* Prepare site																	
* Install and test system																	
Implement system Operations																	
*Maintenance																	

Legend:

Automated System

Retrospective Conversion

Serials and Acquisitions

^ Consultant

*Not Necessary for Retrospective Converstion

important steps have already occurred. The process of automation was initiated in 1983. An Apple IIe was installed and used for on-line data base searching. In the spring of 1984 its use was expanded and the staff was able to access and order interlibrary loans on-line through various networks. At that same time, an OCLC (Online Computer Library Center, Inc.) terminal was installed to improve the efficiency of the LRC's cataloging and interlibrary loan departments. Retrospective conversion, which is the process of converting physical records to machine-readable form to create the LRC's database, has been completed. The specifications for a completely integrated on-line system are being written. If the time line is satisfied, the library will be fully automated by 1989.

Media Services has expanded into three new areas: cable television, telecoursing and a proposed down link for satellite communications. These services are emerging as viable alternatives for the presentation of materials. The college is developing offerings utilizing the total college district as a target audience. A specific Cable TV channel has been assigned to the college by each of the cable television companies. Telecoursing started in the fall of 1983 and has grown to 41 hours of programming per week in the fall of 1986.