

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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Subject: <b>PREVIEW/PURCHASE OF INSTRUCTIONAL MEDIA</b>	Original Issue Date: June 27, 2003	Policy #: <b>722</b>
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Committees Consulted: Nursing Program Coordinators Educational Resource Center	Reviewed & Approved by: College Operations College Planning	Approved by:  Provost, College of Nursing & Allied Health (signature on file)

## **PURPOSE:**

To establish a process for the preview and acquisition of instructional media.

To establish a process for notification of College faculty, as appropriate, regarding the acquisition of requested instructional media.

## **Definition:**

Instructional media refers to books, journals, videos, computer software.

## **POLICY:**

Instructional media is evaluated prior to purchase based on need, projected use, quality and cost.

Preview, purchase and notification of instructional media acquisition will be coordinated through the Educational Resource Center (ERC).

- Exception:
  - School of Nursing (SON) textbook selection adheres to the SON Textbook Approval policy
  - Books and journals for the College Library are ordered by the ERC Director in consultation with College and Medical Center content experts.

Faculty are involved in the selection of instructional media.

## **PROCEDURE:**

Faculty:

- Complete Instructional Media Request form and return form to ERC Director
  - Faculty may only request/accept instructional media for preview/purchase from publishers or vendors after approval by the ERC Director
- Preview and return instructional media to ERC Director within designated time frame
- Complete Evaluation of Instructional Media form and return form to ERC Director
  - A minimum of two faculty must preview/evaluate instructional media and sign Evaluation of Instructional Media form.

The ERC Director:

- Coordinates requests to preview/purchase instructional media
- Collaborates with appropriate faculty to develop justification for preview/purchase
  - Justification may include any of the following: projected use, cost savings benefit, usage, need to update material to meet regulatory standards

**DISTRIBUTION: College of Nursing & Allied Health Policy & Procedure Manual**

Subject:

**PREVIEW/PURCHASE OF INSTRUCTIONAL MEDIA**

- Submits On Line Requisition (OLR) request to approve preview/possible purchase of instructional media to Provost
- Notifies requesting faculty upon receipt of instructional media
- Enters instructional media information on Instructional Media Tracking form
- Upon completion of preview process:
  - Sends instructional media to Supply Chain Operations for return to company or vendor or
  - Keeps media and adds to ERC collection
- Notifies Supply Chain Operations if media is to be kept
- Notifies requesting faculty of purchase
- Completes Instructional Media Tracking form
- Notifies requesting faculty if approval for preview/purchase is denied
  - Faculty may supply further justification and the OLR may be resubmitted.

**PROCEDURE DOCUMENTATION:**

Instructional Media Request form  
Evaluation of Instructional Media form  
Instructional Media Tracking form

**REFERENCES:**

College Policy #720: Services, Supplies, and Equipment – Ordering and Tracking  
SON Policy #760: Textbook Approval Process

**REVISION DATES:**

June 27, 2003  
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