



TEXAS TECH UNIVERSITY  
**College of Education™**

**Policies and Procedures**  
**Learning Resources Center**

**I. State-Adopted Textbooks**

The Learning Resources Center houses the Texas State Adopted Textbooks for Pre K-12 that faculty and students can use as references in teaching and learning.

- Faculty and Students are allowed to check out textbooks.
- Students are only allowed to check out 3 books at a time.
- Students will receive notes for books overdue. Possible penalties for overdue violations may include fine or loss of privilege of checking books from the LRC.
- All books must be returned to the LRC one week before finals. No books will be checked out until the next semester starts.

**II. Video Library**

The Learning Resources Center has an educational video library of over 1000 DVD's.

- Students are **not** allowed to check out videos. However, TV/DVD units are available in the LRC for students to view the videos.
- Faculty may check out videos for a period of 1 day. Check-out can be renewed if no other faculty needs the video.
- Faculty is responsible for videos checked out under their names. Videos that are lost or damaged during the possession of faculty will be replaced with the cost of the faculty.
- The LRC will deliver the videos faculty want to check out, with a TV/DVD set, to the venue where the video will be used. If faculty choose to take the video with them when checking out, faculty are responsible to either hand it back to the LRC or hand it over to an LRC staff that picks up the TV/DVDHS set after the showing.
- All videos must be returned to the LRC before the end of a semester.

**III. Equipment**

The Learning Resources Center provides A/V equipments for faculty to conduct instruction and research, including TV/DVD carts, camcorders and tripods, projection screens, transcription machines, PC/Macintosh Laptop, Light ware

Presenter Unit, CD Player, Cassette Players, Portable Address system, Digital Camera, and Portable Overhead Projectors. A complete list of the A/V equipments in the LRC can be found on the LRC's website of [WWW.LRC.EDUC@TTU.EDU](http://WWW.LRC.EDUC@TTU.EDU).

- Faculty can send their requests for A/V setting up through email ([WWW.LRC.EDUC@TTU.EDU](mailto:WWW.LRC.EDUC@TTU.EDU)) or in person. Advance notice is needed.
- Faculty is allowed to check out A/V equipment for university/college related activities/events. Faculty must complete an Equipment Loan Form when checking out any equipment, which shows the faculty, is liable for loss or damage of the equipment when it is under the faculty's possession.
- Students are allowed to check out A/V equipments for university/college related activities/events with the permission of the faculty member who supervises the activities. The faculty member must complete an Equipment Loan Form, which shows the faculty member's willingness to be liable for loss or damage of the equipment when the equipment is used by the students under the faculty members' supervision. It is also the faculty members responsibility to return the equipment on or before due date.
- If equipment is available, faculty members who are in professional development leave may check out laptop computers from the LRC for the sabbatical semester. Faculty members need to sign the Texas Tech University "Temporary Use of Equipment Authorization Form" delineating responsibility for damage or theft of the checked-out equipment, including the computer and peripherals, but no responsibility for normal wear.
- Equipment can be checked out for 3 days. The check-out can be renewed if the equipment is not needed by another faculty member.

#### **IV. Tape Duplicating**

The Learning Resources Center provides service of duplicating audio cassettes and video tapes for faculty.

- The Learning Resources Center is obligated to observe copyright laws when providing the duplication service. Faculty is responsible to show permission to reproduce copyright protected materials when requesting for the service.
- Faculty is responsible to provide blank tapes or DVD's for duplication.
- The duplication service is provided on the rule of "first come, first serve." Due to the low speed of duplication equipments, we may not be able to provide fast service.
- The LRC supervisor and staff are the only people who will operate the duplication equipments.

## **V. Lamination Service**

The Learning Resources Center provides lamination services for faculty and staff for university/college related activities/events. **Advanced time is needed in order to process laminations.**

## **VI. Computers and Typewriters**

The Learning Resources Center houses a computer and a typewriter for faculty and students use.

- Students may use computers for any work they personally need accomplished.
- The LRC workers will assist students in technology needs of using the equipments but not responsible to type or do word processing for students.

## **VII. Resources Library**

The Learning Resources Center maintains a resource library for faculty, which contains reference books. Faculty is allowed to check out the resource books for a maximum of 3 days.

## **VIII. Magazines**

The Learning Resources Center has educational magazines for students to view in the LRC.

## **IX. Faculty Resource File**

The Learning Resources Center provides file cabinet space where professors can reserve instructional materials for students to use in the LRC. To share the materials with their classmates, students are not allowed to check the materials out from the LRC.

## **X. Graded Material Bins**

The Learning Resource Center provides a bookshelf for faculty to return graded work to students.

- The Learning Resource Center will set up bins upon faculty's requests.
- The LRC is not responsible for loss of materials reserved in the bins.
- Graded student work will be maintained in the bins for a period of one semester. Any work not picked up by students will be returned to the professor at the end of the semester.

## **XI. The Creative Corner**

The Creative Corner in the LRC provides students with equipments and materials to prepare instructional materials.

- Materials must be only used in the LRC.
- You must have an orientation each semester in order to have access to the Creative Corner.
- Students are responsible to clean the working area after using the Creative Center.

## **XII. Other Services**

The Learning Resources Center provides an assortment of services to the faculty and staff in the College of Education.

- Faculty can conduct their classes in the LRC if advanced arrangement is made between the faculty and the LRC staff.
- The workers in the LRC upon the direction of their supervisor will provide clerical services to the faculty as stuffing envelopes, sorting files, running errands for the staff, etc

## **XIII. Manipulatives**

- Manipulatives located in the Learning Resource Center in the College of Education can only be checked out by the Faculty of the College of Education.  
Faculty can use as many different items as they want for 3 days. Faculty will need to come to the LRC and pick out whatever items needed, sign them out with student workers, and return them to the LRC students in 3 days. Students may only use these items in LRC. Students must exchange Texas Tech University ID for use of manipulatives.  
Faculty that checks materials out is responsible for making sure that all parts are accounted for before bring back to LRC. These manipulatives are expensive to replace.

## **XIV. Art Carts**

- Faculty is responsible for making sure that these carts are in the proper order it was in when it was picked up. Failure to make sure that there are 30 pieces of each different item and that your students take care of art supplies could result in you being unable to use our art cart. This was very expensive to put together so please help us take care of it. If there is something that is not working, broken, or used up, just keep it separate and tell us so we can replace it.

**XV. Copying Machine**

- The College of Education has provided a copier for Faculty, Staff, GA's and GPTI's to use. If your students need to make copies there is a pay copier for there use.

**XVI. Safety Issue**

- Unsupervised children are not allowed in the Learning Resource Center.