

## INSTITUTIONAL DIRECTIVE 5-3

April 30, 2007

### **Title: Management of Instructional Microcomputer Software Audio-Visual Software, and Equipment**

#### **I. Purpose**

This directive sets forth the policies and procedures concerning purchase and maintenance of records of all college owned instructional equipment and instructional microcomputer software, including audio-visual materials. It further establishes policies and procedures for management of copyrighted material to assure institutional compliance with existing state and federal copyright law and regulations.

#### **II. Policy**

It is the policy of Piedmont Technical College to support the placement of instructional computer software, instructional software, and audio-visual equipment under the administrative management of the Instructional Technology Division for purposes of procurement, inventory control, cataloging, distribution, promotion of strict adherence to copyright law, and promotion of the education of students and associates on copyright laws and regulations.

#### **III. Responsibility**

The Associate Vice President for Instructional Technology and the Media Services Coordinator are responsible for the internal management of all instructional equipment issued to the Media Center account by the college Inventory Specialist. All instructional equipment will receive monthly inventories by the Media Coordinator and an annual joint inventory with the Equipment Manager.

The Associate Vice President for Instructional Technology and the Library Director are responsible for the internal management of all instructional software and microcomputer software (including processing, cataloging, and inventory control). The college Purchasing Office is responsible for identifying and directing instructional software and microcomputer software requests to the Associate Vice President for Instructional Technology or the Library Director for account processing prior to purchase. The college Shipping and Receiving Department is responsible for delivering items to the library marked as requiring processing and inventory.

The Academic Deans, Department Heads, and college faculty share in the responsibility for dissemination of information on copyright laws, the promotion of adherence to copyright laws for the institution, and for the education of students in copyright law and penalties for abuse.

**Office of Responsibility: Vice President for Academic Affairs/Chief Educational Officer**

The vice-presidents, administrators, and staff share in the responsibility for dissemination of information and adherence to copyright laws within their departments.

#### **IV. Definitions**

- A. Audio-visual Equipment: Includes all machinery used in the classroom in group instruction or in learning laboratories for individual instruction to transmit information. Included in this definition are all projectors (film, filmstrip, slide, overhead, opaque and rear screen), all recorders and players (televisions, projection carts, screens, control switches and cables), all non-permanent public address equipment, and all non-permanent chart boards, chalkboards, and bulletin boards.
- B. Instructional Software: Includes all software used in conjunction with audio-visual equipment (other than supplies). Included in this definition are film, film-strips, records, audio tapes, kits, overhead transparencies, videotapes, and microfilms.
- C. Computer Software: Includes all commercially produced programs used with instructional microcomputers, stand-alone or networked. It includes all instructional microcomputer programs distributed on diskettes or on CD-ROM media. It does not include minicomputer software or locally authored or produced software.
- D. Microcomputer Hardware: Includes microcomputers (IBM compatible or Apple) and peripherals with all of their related components, boards, printers, and attachments.

#### **V. Procedure**

- A. Audio-visual Equipment
  - 1. All audio-visual equipment will be placed on custody receipt to the Media Center where it will be placed on inventory record for strict accountability. Equipment will remain on permanent loan to any department where a need is demonstrated by a faculty member or an administrator in charge.
  - 2. All microcomputer hardware will be placed on custody receipt directly to the department charged with its maintenance and operation.
  - 3. All audio-visual equipment purchased with grant money will be assigned to the grant administrator during the duration of the grant period and revert to the Media Center control at the end of the grant, as stipulated by federal and state law.
  - 4. All purchase requests for new audio-visual equipment must be coordinated with the Associate Vice President for Instructional Technology to assure compatibility with previously purchased equipment and to allow for cost-effective maintenance.
  - 5. The Media Coordinator will regularly inventory and provide maintenance for all audio-visual equipment the Media Center has under its jurisdiction. Appropriate security measures will be maintained to keep losses at a minimum and to allow for adequate control. Yearly inventories will be performed jointly with the college Inventory Control Specialist.
  - 6. All loans of audio-visual equipment will be made through the Media Coordinator to:
    - a. Instructors of Piedmont Technical College courses on- or off-campus at the request of the faculty.
    - b. Citizens of the college community engaged in educationally related programs, only by permission of either the President or his designated representative (using the special form that states the purpose of use and requires a guarantee of financial responsibility by the borrower is used).

B. Instructional Software and Instructional Microcomputer Software:

1. All instructional software and instructional microcomputer software owned by the college will be cataloged through the library. A record of ownership and notice of location will be maintained by a minimum of title, format, subject, and source of funding in the on-line public access catalog (OPAC). A printed catalog of instructional software will be distributed to faculty periodically.
2. Purchase requests for all instructional software and instructional microcomputer software will be routed to the Library Director or Associate Vice President for Instructional Technology to assure:
  - a. Compatibility with equipment owned; and
  - b. Minimization of duplication of resources.
3. The college Purchasing Office will require approval from the Associate Vice President for Instructional Technology or Library Director prior to issuance of a purchase order for instructional software or instructional microcomputer software. The correct library account number and delivery instructions will be added to the requisition prior to its return for purchase.
4. To comply with state regulations concerning the inventory of instructional microcomputer software, all purchases of instructional microcomputer software for the college will occur from the college Learning Resources Center (LRC) budget. Where purchases are initiated by a department, committing funds from the department's office, instructional supply, or other accounts, a transfer of funds to the appropriate LRC account will automatically occur prior to issuance of a purchase order.
5. All software purchased with grant funds remains the responsibility of the grant administrator for the duration of the period of the grant and reverts to the library at the end of the grant, as stipulated by federal and state law.
6. All software will remain on permanent loan in the area where a need for it is demonstrated by the faculty member or administrator in charge.
7. Software cataloged and controlled through the normal library cataloging processes will not normally be assigned a college equipment control number. If required by authorities under unusual circumstances, an equipment control number (T-number) will be recorded on the disc jacket of the computer software or the cover of the audio-visual software product and indicated in the library cataloging record.

C. Computer Equipment Inventory and Control

1. Inventory and control of all computer equipment will reside in the department where the equipment is to be used (see Directive 3-3 for details on inventory and requirements for purchase of microcomputer equipment).
2. State inventory control numbers will be placed on all computers, peripherals, and accessories where possible. Where it is impossible to tag a computer accessory, the control number will be placed on file by the Inventory Specialist and will be retained in the materials management office.

D. Copyright protection of software

1. All reasonable efforts will be taken to protect commercial software from unlawful copying by students. Access to all hard disk drives in computer labs are password protected. Network software is protected by password security. Original software diskettes are secured under lock and key. Warning posters and signs in computer labs remind students of the possible consequences of the illegal copying of software.
2. College faculty and other personnel of the Educational Affairs Division are periodically reminded that they are prohibited from accepting, using, or copying unlicensed software (computer, videotapes, or other works), without permission of the publisher in writing. Permission letters are kept on file in the division dean's office. Original user's manuals for the software loaded on each personal computer are stored nearby for easy determination of ownership.
3. The college Computer Technician annually audits all instructional personal computers on campus to itemize the software titles each contains. The purpose of this audit is to provide the college with a list of needed software for the purpose of purchasing site licenses. A copy of the entire instructional campus audit is sent to the Associate Vice President for Instructional Technology for review and recommendations. These recommendations are reviewed and approved by the Vice President for Academic Affairs/Chief Educational Officer. The administrative heads and the Associate Vice President for Instructional Technology will work together to ensure that unlicensed titles are replaced by licensed copies where needed.
4. The college Associate Vice President for Instructional Technology regularly evaluates the institution's site license agreements and network licenses to recommend to the Vice President/Chief Educational Officer the purchase of upgrades and additional units as needed.

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