

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

ACADEMIC

SUBJECT: ACQUISITION/DISPOSAL OF TEACHING AND LEARNING RESOURCES

REVIEWER(S): Teaching and Learning Committee Chair*
Provost

POLICY

The teaching and learning committee (TLC) will regularly solicit feedback from faculty regarding teaching and learning resources available on campus and at the AHEC Library and make decisions and/or recommendations regarding the acquisition, replacement, and disposal of resources. Input will ensure the currency and adequacy of the collection to support the educational purposes of Carolinas College of Health Sciences (Carolinas College).

PROCEDURE

- A. Learning resources are defined as information, represented and stored in a variety of media and formats that assists teaching and student learning. This includes but is not limited to, materials (minor equipment, audiovisual equipment, software, hardware, books and journals) training and support intended for use by faculty and students. Resources available to Carolinas College and students can be accessed either on campus in the AHEC Library or online.
- B. The following general criteria apply to the evaluation of teaching and learning resources:
 1. Resources support and are consistent with the educational goals of the college and specific academic programs.
 2. Resources meet high standards of quality in factual content and presentation.
 3. Resources are accessible to faculty and students.
 4. Resources that are older than five years are evaluated for currency of content or indicated as a "classic work."
- C. Acquisition and Deletion of Teaching and Learning Resources

On an annual basis, Carolinas College faculty members are asked to evaluate the adequacy and currency of teaching, learning and library resources.
Faculty members compare college and library resources listed in course syllabi as well as other recommended resources to existing resources.

 1. Program and College Resources:
 - As needed, faculty can request additional resources throughout the year by discussing the need with the program chair. If a technology resource is being considered, the Academic Support department should be consulted by emailing the director of teaching, learning, and technology. This will ensure that the tool is compatible with other technologies, determine if other already adopted solutions are already in place, and what if any vetting might be necessary. If the adoption is one that could be college wide, then that request can be submitted to the Teaching and Learning Committee to evaluate and consider. If the resource is program specific then it should be paid for, managed, and supported by the program. If the resource is a collegewide adoption, then TLC will vote on that and then it will be budgeted between TLC and Academic Support.
 - For college wide proposals, TLC will approve or reject recommendations for acquisition and disposal, faculty are notified regarding changes in the available resource. If an adoption occurs supporting documentation is provided with the Academic Support department for collegewide adoption and support
 - Annually, program chairs will work with their faculty to complete a Resource Review spreadsheet that details all resources used by their program. This Resource Review will

be shared with the chair of the Teaching and Learning Committee. The TLC Chair will compile a list of resources to be shared with the AHEC library to ensure materials at the AHEC library are kept up to date and aligned with program use.

- Program chairs and faculty are responsible for managing the relationship with publishers and vendors that are program specific. This could include reaching out to request desk copies for instructional textbooks, or having the vendor troubleshoot the publisher content as it integrates with other systems. College teammates can not sell textbooks or take them with them if they leave the college, desk copies are to remain with the college.

2. AHEC Resources: Program administrators request from the AHEC Library a listing of holdings relevant to the instruction at Carolinas College, including but not limited to books, journal subscriptions, database access, computer software, CD's, DVD's, and bibliographic information.

- The AHEC Library is consulted to determine whether similar resources are available at the AHEC Library or if the AHEC Library is able to purchase requested learning resources.
- In addition to the annual review of library holdings completed by Carolinas College faculty, two additional processes are in place through the AHEC Library to review library holdings:
 - At the beginning of each semester, AHEC Library staff ensures all required and recommended readings listed in current course syllabi are available to students as reference books.
 - The AHEC Library acquisitions policy outlines guidelines for evaluating library holdings based on recommendations from faculty, currency of collection, as well as comparability to professional collection development sources. Acquisitions and deletions recommended based on this process that may impact Carolinas College faculty and students are submitted to the learning resources committee for approval.

D. The Acquisition/Disposal of Teaching and Learning Resources policy and procedure will be reviewed bi-annually.

REFERENCES

Related Policies to Consult

Atrium Health: AHEC Library Acquisitions Policy (Available via AHEC Librarian)

Related Form(s)

2023 Program Teaching and Learning Annual Review

Related 2024 SACSCOC Standard(s)

11.1 Library and learning/information resources