

Audiovisual Equipment

Audiovisual materials constitute a vital part of the collection. The choice of these materials is based upon the fact that they are utilized in their own right and not as a substitute for printed materials.

Criteria for Selection:

- Usefulness to the curriculum
- Accuracy
- Quality
- Availability
- Cost
- Demand

Procedures for Purchase:

- Annual requests for LBWCC Libraries/Learning Resource Center audio equipment is requested as part of the budget allocation each year.
- A request must be made by the Library Director to the Dean of Instruction and President for funds to be transferred for the purchasing of equipment.
- Purchase Orders for equipment follow the same procedures as all others.
- All equipment, when received, is checked off the invoices and purchase orders.
- Invoices are signed by the Director and returned to the Business Office for payment
- One copy is filed in the appropriate file.
- Each piece of equipment is to be catalogued and bar-coded.
- Multimedia equipment is to be stored in the LOCKED Workroom at all times.