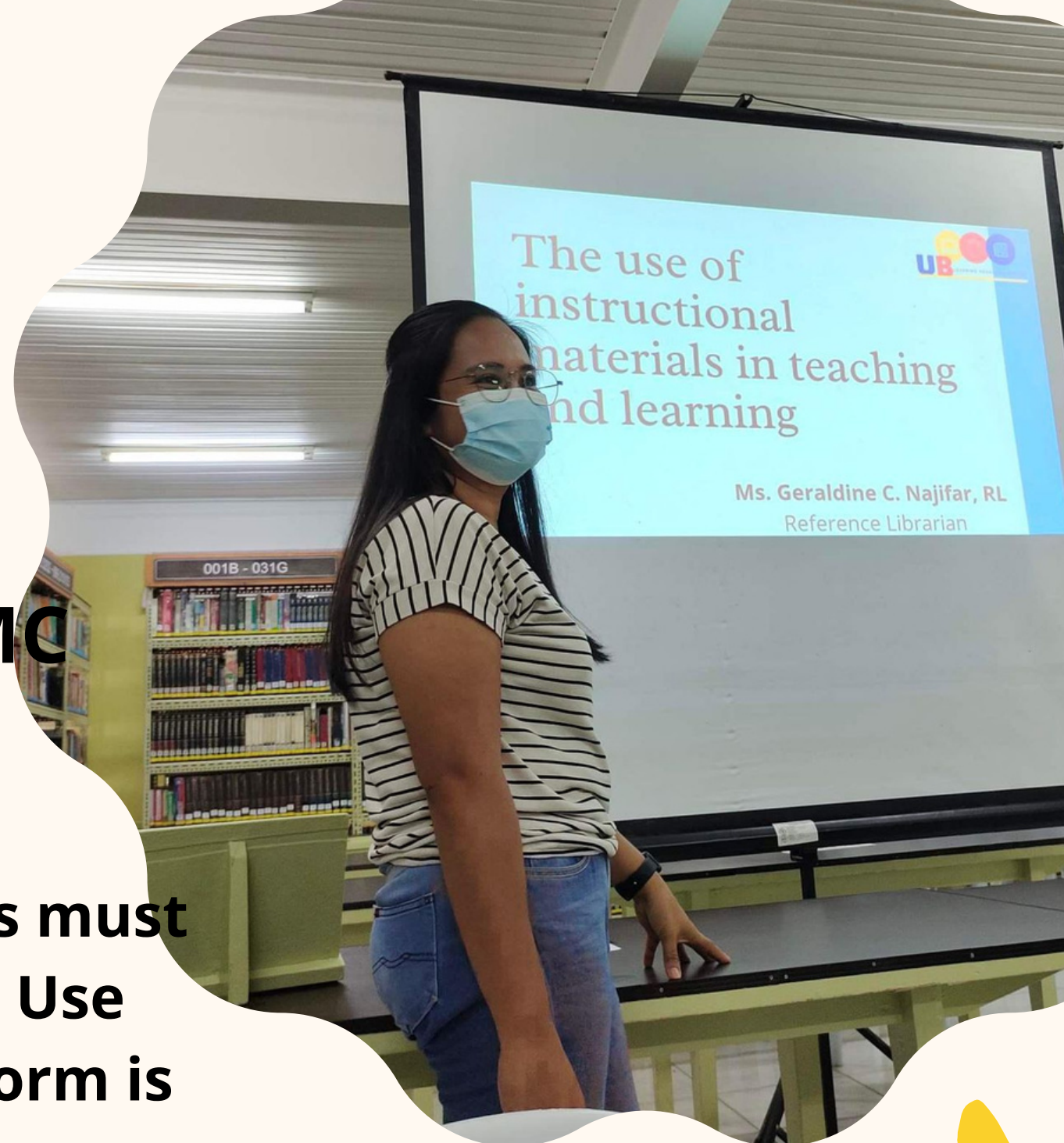


# LIBRARY IN-HOUSE TRAININGS

Mrs. Buslon discussed the topic of identifying and evaluating instructional materials. There are four types of instructional materials: prints, audio aids, visual aids, and audiovisual aids. The teachers and librarians should consider the following criteria when selecting instructional materials are; accuracy and visual appeal, alignment to standards and depth of knowledge, ease of use and support, and engagement and ability to meet student needs. To ensure the effectiveness of the training program, evaluating instructional materials should be done.







## Procedures on the use of the IMC and IRC

1. Persons or groups about to use the facilities must first secure the "Permit and Reservation to Use Form" from the Administration Office. This form is filled and signed by an academic dean before submitting for approval.
2. The approval will specify the date, time, and facilities / equipment allowed for use by the applicant. In some cases, fees determined by the school treasurer may be charged for the use.
3. Policy on IMC/IRC use provides that facilities and equipment allowed for use shall be returned at the end of the service hours on the same day of use.

## Importance of Organizing Instructional Materials:

- Bringing together materials with same subjects
- Allows for the control of information explosion for research
- Provides for effective use of resources by researchers
- Promotes users/researcher confidence in the library and library image
- Enhances easy and timely retrieval of materials

