

THE EDUCATION RESOURCE CENTER

I. MISSION

The Education Resource Center at Chicago State University offers opportunities for pre-service and in-service PreK–12 teachers and librarians to examine, evaluate, and explore the uses of a large variety of curriculum materials for classroom instruction. With the primary aim of meeting the practice-oriented information needs of its users, the Center collaborates with the university's academic library and its College of Education to provide services and products that develop content knowledge, increase awareness of instructional options, and encourage innovation in curriculum development and teaching methods.

2. SERVICES PROVIDED

To achieve its goals for meeting the needs of its users and stakeholders, the Center has committed itself to:

1. Providing exemplary, organized physical resources through selection, cataloging and processing.
2. Providing and maintaining electronic resources such as Internet access, online databases, and an automated catalog.
3. Providing trained staff during all the hours that the Center is open.
4. Providing an attractive environment conducive to independent, small and large group study.
5. Providing reference assistance for directional, informational, database-related, and research questions.
6. Providing instruction in the use of the Center's materials.
7. Providing circulation services for items from the Center.
8. Undertaking marketing/promotional activities for the Center.
9. Gathering data and statistics for assessment and improvement.
10. Preparing reports at the departmental and university level.

3. PRODUCTS GENERATED

Each of the services provided by the Center results in the development and generation of a product that satisfies the needs of its users and stakeholders. These products are:

1. Physical resources
2. Electronic resources
3. Trained staff
4. Facilities
5. Information
6. Instruction

7. Access and usage
8. Promotional materials
9. Statistics
10. Reports

4. POLICIES AND PROCEDURES

The Center's collection includes materials that can be used in actual school settings such as textbooks (teacher's and student's editions as well as ancillary materials), curriculum guides, units and lesson plans, children's and young adult literature, big books, kits, games, activity books of teaching ideas, magazines, posters, maps, videotapes, picture sets and pamphlets. Also available for use in the Center are reference materials such as online databases, educational CD-ROMs, bibliographies, encyclopedias and standardized tests; computers are also available for student use. Items are selected for the Center's collection based on a collection development policy.

The Center follows the cataloging policies and procedures of the main collection of the library (OCLC, the Anglo-American Cataloging Rules, MARC Format for Holdings Data, Endeavor's Voyager cataloging module, and the I-SHARE online catalog) except that it uses the Dewey Decimal Classification system rather than the Library of Congress Classification system. For the circulating collection, the Center follows the policies and procedures of the main collection of the library except for using different loan periods. All of the Center's circulating items have a loan period of three weeks except for textbooks, which have a one-week loan period. The Center works collaboratively with the cataloging unit, the circulation unit, and with the Systems Librarian to develop these policies and procedures.

A professional librarian, a library operations associate, a graduate assistant, and two student aides staff the Center for most of the hours that the main library is open. Employment policies and procedures for personnel are covered by union contracts and university guidelines for graduate assistants and student aides. The Center occupies a spacious, attractive area with adequate office, workroom, and collection space; it also has spaces available for quiet study, group study, and group instruction. In addition, it has a Kids Corner, an area where adults can read to children and where children can relax in specially-designed furniture and read books by themselves.

The professional librarian provides tours, orientations, and instruction sessions to classes in teacher education, library science, and psychology (educational tests and measurements). All staff members assist in providing reference assistance to users.

For philosophical, organizational, and assessment purposes, the Center follows the ["Guidelines for Curriculum Materials Centers,"](#) (a standards document produced by the Education and Behavioral Sciences Section of the Association of College and Research Libraries, a division of the American Library Association).