



UC San Diego

Policy & Procedure Manual

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

I&R SERVICES

Section: 130-1.2 SUPPLEMENT I-A

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SUPPLEMENT I-A

LEARNING RESOURCES CENTER

I. GENERAL

The Learning Resources Center (LRC) is a service unit within the Office of Learning Resources which provides for the central collection, cataloging, and distribution of non-print medical instructional materials. This unit manages the use of audiovisual equipment and specially equipped study carrel spaces, and maintains records of use of media, equipment, and facilities. The LRC is presently equipped with Macintosh and IBM-XT clone microcomputers, dot matrix and laser printers, and a Thunderscan Optical Scanner. A number of software programs are available for use on the premises: computer-assisted educational software including case simulations, knowledge-based programs, tutorials, and drills, as well as utility programs for word processing, spreadsheet, database, and statistics.

Additionally, the LRC provides computer-assisted test scoring and analysis service on a recharge basis. To arrange for these services contact the LRC.

Location : Room 265, Medical Teaching Facility
 School of Medicine

Hours: Monday, Tuesday, Wednesday, Thursday -
 7:30 a.m. to 8:00 p.m.
 Friday - 7:30 a.m. to 4:30 p.m.
 Saturday - 10:00 a.m. to 6:00 p.m.

Telephone Ext. 44123

II. FUNCTION

It is the purpose of this unit to:

- A. Provide medical school faculty and students with multimedia materials and programs to augment instruction in the classroom.
- B. Prepare materials for instruction and provide facilities for their distribution and use.
- C. Provide complete medical motion picture and videocassette catalog library - provide assistance in ordering/renting instructional media and see to receipt, classroom delivery, and return.
- D. Collect, organize, and maintain records of media, equipment, and instructional facilities use.
- E. Make available a library of current equipment and material catalogs for use by faculty, students, and staff.

- F. Provide computer-assisted test scoring and evaluation services. (See [Attachment A](#) to this *Supplement*.)
- G. Provide reference service to search appropriate data bases for requested media.
- H. Provide computer-assisted educational software to augment instruction in the classroom.
- I. Provide computer resources, including database management, statistics, and word processing for medical student independent study projects, patient reports, or other written materials.
- J. Increase the computer skills of student, faculty, and staff by providing both individual and small group instruction.

III. CONDITIONS FOR USE OF MATERIALS AND SERVICES

- A. Materials and services are available on campus to:
 - 1. A student requiring materials or equipment to support or augment his/her medical education.
 - 2. A member of the faculty of the School of Medicine requiring equipment or materials for a scheduled "core course."
 - 3. A member of the faculty, staff, or administration requiring materials not reserved for core course use.
 - 4. A member of the faculty, staff, or administration requiring services in support of a University program.
- B. Materials and services are available off campus for UCSD Medical Center or Veterans Hospital sponsored programs, subject to University regulations.
- C. Borrowers are responsible for all materials while in their possession. Material is in the user's possession from the time of check-out until the time of check-in. Borrowers are charged replacement costs of items not returned.
- D. Microcomputer hardware and software cannot circulate outside of this unit.