OFFICE OF LEARNING RESOURCES SERVICES

I. INSTRUCTIONAL SERVICES DIVISION
   A. General
      1. This division is responsible for providing a full range of services to faculty, students, and staff for teaching and learning. Personnel assigned to this division maintain and manage the use of all instructional facilities located in the School of Medicine.
      2. Priority for services and use of facilities is given first to medical school core, elective, and graduate course instruction. Beyond this, services and facilities are available to all campus requestors.

   B. Organization
      
      The division, under management of the Director, is divided into four working units:

      1. Learning Resources Center (Supplement I-A)
      2. Multidiscipline Laboratories, (MDL) Anatomical Preparation and Plastination Lab. (Supplement I-B)
      3. Lecture Room Scheduling and Audio-Visual Services for School of Medicine (Supplement I-C)
      4. Willed Body Program (Supplement I-D)

   C. School of Medicine Core Curriculum Support
      1. Medical School Basic Science core courses receive direct budgetary support from the Office of the Dean. These funds are used to provide personnel, materials and services, and are allocated by OLR to the various core courses, based on past expense records and current expressed needs.
      2. For each course, funds are assigned to cover two general expense categories: laboratory support and lecture support.
      3. Each course is assigned a separate four-digit number which may be used by faculty for procurement of teaching materials (xeroxing, slides, illustration services, etc.) or for laboratory support (supplies are ordered by MDL staff).
      4. Funds are allocated at the start of each academic year, and course chairs are informed of their allocations by letter.
      5. A computer assisted fund control program continuously monitors each course budget, providing data concerning expense trends and balances. This information is transmitted to the faculty.

II. MEDIA PRODUCTION
   A. Purpose
This division provides illustration and computer graphics, still photography, and television production. Modern equipment and a systems oriented operation insure rapid delivery of high quality materials. In addition to routine production activities, personnel of this division also work as a team providing consultation and coordination of their individual efforts for large scale multimedia projects. Experience in their respective fields makes members of the production division valuable consultants in the development of unique methods for the presentation of complex information.

A. **Organization**

   1. This division, located in the west wing basement of the Basic Science Building, is divided into three production units:

      a. Illustration *(Supplement II-A).*
      b. Still Photography *(Supplement II-B).*
      c. Television *(Supplement II-C).*

   2. Requests for services and pickup are managed at each individual unit. See *Supplements* for telephone numbers.

B. **Users and Priorities**

The Media Production Division operates as a recharge facility and is, therefore, self-supporting. All services must be billed to the requestor.

For core course instructional support, labor and materials are charged to accounts maintained by the Office of Learning Resources. Services offered in support of other campus teaching programs and for research related activities are charged either to individual departments or contracts and grants accounts. It is the policy of this division to provide service on a first-come, first-served basis, except when excessive workloads necessitate primary consideration be given in favor of instruction.

III. **RESEARCH AND DEVELOPMENT SHOPS**

   **Organization**

This division is comprised of two units:

   1. Machine Shop *(Supplement III-A)*
   2. Electronics Shop *(Supplement III-B)*

A. **Priority and Use**
The services of both shops are available to all campus requestors on a first-come, first-serve basis. However, instructional needs will be extended primary consideration in workload scheduling when possible.

B. Costs

Both shops recover their operating costs through recharge.