

## Procedure 3.2539

### Media Graphics Department Procedure

The Library at the College includes **Media/Graphics**, Audiovisuals/ Video Conferencing, and the Library. The purpose of the Library is to enrich the teaching/learning process of the College and the community by providing resources, instructional support, equipment, and qualified staff.

The **Media/Graphics Department** provides support for faculty, staff, and students. Desktop publishing, presentations, signs, brochures, flyers, transparencies, digital photography, videography, and web page development are some of the many services offered in this area. Training for instructors in multimedia presentations and online course design is available upon request.

#### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** 2.9, 3.8.1

**Cross References:** [Academic Support Services Policy](#)

#### History

**Senior Staff Review/Approval Dates:** 11/6/13

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*