# *New Books, Videos, Audio CDs, or Cassettes for Skills Center*

# *Flow Chart*

### Instructor/Department

- Previews book, video, audio CD or cassette.
- Identifies course(s) item belongs to and title item is to be listed as.
- Identifies number of copies needed.
- Decides if item can be made available to all students.
- Sends item and information to ASC/Skills Center.

### ASC/Skills Center

- Determines storage location and space availability.
- Works with MSC to determine networkability of audio CD or cassette.
- Determines permission to copy or network audio CD or cassette.
- Finds out price and ordering information.
- Notifies Instructor/Department/ Division.

### Department/Division

- EITHER orders the item(s) and sends them to ASC/SC
- OR sends ordering information to ASC/SC, including budget number, so ASC/SC can order the item(s).

### ASC/Skills Center

- Receives and prepares item(s).
- Digitizes cassettes as needed.
- Arranges with MSC to load cassette or audio CD onto network and update Skills Center menu.
- Prepares Directions for students as necessary.
- Notifies Instructor/Department Division when ready to use.

### Instructor/Department

- Prepares Worksheets for students and/or lab manuals.
- Assigns book/video/tape to students.