

Instructional and Media Resource Center

Instructional & Media Resources Center (IMRC) provides access to computers for research, media collection, and other services.

Users

All AS on-campus students, faculty, and staff are authorized to use the materials available at the IMRC.

Facilities

Main Room

The main room of the IMRC contains computers, scanners, laminators, cutting machines, different kinds of equipment, and other facilities.

Viewing Room

The viewing room accommodates a group video watching. The room provides a television with DVD player and other facilities.

Recording Room

The recording room is special room for recording videos and audios. Computer and microphone are provided in this room.

Computer Laboratory

The laboratory room contains computers for class use and for individual research needs when there is no other facility available.

Services

The IMRC provides the following services:

- **Instructional materials development collection** Instructional materials in education, health education, and other fields.
- **Instructional materials development area** An area is provided where students can create instructional materials.
- **Media collection/viewing facilities** The IMRC's media collection, including videos, CD-ROM, DVD and other media.
- **Computer laboratory** A computer lab provides a place where students can use computers for research and other purposes.

Collection

The IMRC collection is intended to support the graduate programs offered at AIAS. The collection also includes materials for other purposes.

The collection of the IMRC consists of print and media. The collection includes

- Teachers Resource (TR). Book collection of IMRC which are mainly practical resource for teachers.
- Textbooks. Elementary and high school textbooks in the major curricular subjects.
- Curriculum guides.
- Subject guides.
- Media materials. CD-ROM, DVD, posters, instructional games, kits and other instructional materials.
- Tests. Measurement & evaluation samples.
- Resource materials for teachers, superintendents, principals, mission & union leaders, guidance counselors, and other personnel.
- Web sites. The IMRC web page includes links to teaching and learning online resources.

Reservation for IMRC Facilities

Notify the IMRC supervisor or IMRC assistants two days before the use of the facilities. The users are expected to:

1. Viewing room
2. Recording room
3. Computer Laboratory

Circulation Policies

1. **Teachers' Resource (TR)** can be borrowed by one teacher and used for 4 weeks for their teaching books.
2. **Media Collection** . The library loans general collection of CDs, DVDs, and VHS to AIIAS authorities.

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