Amended Guidelines on the Use of TLRC Facilities

Teaching and Learning Resource Center (TLRC)

The Learning Resource Center (LRC) was established primarily as a systematic academic and psychosocial support program for the Excellence-Equity Admissions System (EEAS) of UP. The Center is envisioned to provide students with necessary assistance that will further enhance their quality of life on campus. Its main task is to provide instructional support services to UP students to ensure that the goal of promoting academic excellence will be realized in a more caring and nurturing environment. It is to administer assistance programs designed not only for freshmen but also for all other students in the University.

The LRC was put up in the Miagao and Iloilo City campuses under the Office of the Vice- Chancellor for Academic Affairs in 1997, as integral part of the University's democratization initiative. Its function was to maintain academic standards through instructional and enrichment programs. One of these is the Summer Bridge Program (SBP) which has been providing tutorial services for students.

Through the years, the Center has found also the need to provide support structures that would improve teaching competence. In collaboration with the Division of Professional Education, College of Arts and Sciences, it has conducted workshops/seminars on teaching principles and methods. It has likewise made available resource materials on teaching through a newsletter and a Teaching Excellence library.

The vision, mission, functions, and programs of the LRC have evolved to cater to needs of the students as well as of the faculty.

Because of the expansion of the Center's functions and programs, the UP Board of Regents approved the renaming of the Learning Resource Center (LRC) to Teaching and Learning Resource Center (TLRC) in its 1251st meeting held on 23 November 2009. In its

1259th meeting on 27 August 2010, the BOR integrated the Interactive Learning Center (ILC) into the TLRC.

The Interactive Learning Centers (ILCs) in the different CUs were established by the BOR on 25 September 2003. The functions of the ILCs were: to produce multimedia materials, monitor and evaluate instructional multimedia projects, ensure the accessibility of materials to students and faculty, organize training sessions on instructional technologies, maintain and upgrade equipment and facilities, and enforce policies that ensure the quality of materials. UPV has an ILC in the main campus of Miagao and another at UPV Tacloban.

At present, the TLRC has three major programs and services, namely: the Learning and Instructional Assistance Program, Teaching Enhancement Program, and Interactive Learning Program.

The Learning and Instructional Assistance Program (LIAP) includes the Summer Bridge Program classes, computer and Internet access, tutorial services, instructional modules, photocopying and printing services, and book and movie clubs. The Teaching Enhancement Program (TEP) provides training on teaching principles, methods and strategies, the Speak to Us of Teaching newsletter, the Teaching Excellence library, and the Peer Review of Teaching program. The Interactive Learning Program (ILP) offers Learning Object (LO) design and evaluation, technical assistance and services to faculty, teacher training on LO and digital instructional materials development.

Guidelines for the use of TLRC facilities

1. All bonafide UPV students with UPV Identification Card can avail themselves of the TLRC services.

2. All business should be transacted with the TLRC staff only.

Use of the Audio-Visual Rooms (AVRs)

For classes:

1. All classes can use the audio-visual rooms of the TLRC and ILP. Those with 50 or more students can use the ILP AVR while those with 49 or fewer students can use the TLRC-AVR. Each class can use the AVR for only 3 sessions in a semester. These sessions should follow the official class schedules.

2. Reservation forms for the use of the AVRs may be obtained from TLRC main or ILP offices.

3. The faculty-in-charge of the class should file the reservation 5 working days prior to date of use.

4. Confirmation of reservation must be done by the faculty-in-charge 3 working days prior to date of use.

5. The faculty-in-charge must be present on the date of use. NO FACULTY, NO USE.

6. Postponement or cancellation of reservation is considered served.

7. All learning materials and films should be tested one day before the scheduled date.

For student organizations, administration offices, and other requesting parties:

1. Accomplish the reservation form and pay the corresponding fees at the UPV cashier's office at least three (3) days before the scheduled day of use.

2. Ensure that all facilities and equipment are in good condition after use. For any damage to equipment or facilities caused by negligence of the user, the total cost of the repair shall be charged to the exclusive account of the requesting party. When damage is no longer repairable, the requesting party should replace the damaged facility or equipment with a new one (with exactly the same specifications) within one (1) month from date of the incident.

3. Observe cleanliness and orderliness in the premises during the activity.

Use of Computer

1. All officially enrolled students are entitled to 30 hours free use of computer per semester.

2. Students will be admitted on a first-come-first-served basis. No reservations are allowed.

3. Internet use is strictly for academic purposes only. Access to social networking sites like Facebook is blocked for security reasons.

4. The staff-in-charge must be informed before a document is printed.

5. Documents must be saved in personal flash drives. The TLRC is not responsible for lost files.

6. The computers will automatically lock and shutdown at 11:45AM and 4:45PM respectively. The lockdown will instill discipline among users on the proper use of computers on official hours.

<u>Use of the Interactive Classroom</u>

The Interactive Classroom (IC) is primarily for the use of UPV GE classes and of other courses with interactive learning materials.

Care and Maintenance

All users of the TLRC facilities should strictly observe the rules for care and maintenance.

<u>Audio-Visual Rooms</u>

1. Food and drinks are not allowed inside the TLRC and ILP audio-visual rooms.

2. All lights, multimedia projector, motorized projector screen, television set and air-conditioning units must be switched off after use.

3. Chairs must not be transferred or taken out of the audio-visual rooms.

4. Chairs must be arranged in proper places after class.

5. Written markings on the white panel board must be erased after use.

6. All doors must be closed during and after the activity.

7. Microphones should not be tapped and must be handled with utmost care.

8. Wall drapes must not be moved and glass windows must not be opened.

9. Order and cleanliness must be maintained inside the audio-visual rooms.

<u>Interactive Classroom</u>

1. Food and drinks are not allowed inside the interactive classroom.

2. All computers, UPS, multimedia projector, motorized projector screen, air-conditioning units, and lights must be switched off after the last class of the day.

3. Chairs, computer tables, and headsets must be put in their proper places after class.

4. Written markings on the white board panel must be erased after class.

5. The internet is for interactive learning lessons only.

6. Interactive learning materials must be virus-free and properly scanned before use.

7. Only the faculty-in-charge of each interactive class can operate the multimedia projector and the motorized projector screen.

Control Room

1. Food and drinks are not allowed inside the control room.

2. Students are not allowed inside the control room.

3. Only the TLRC technician can operate and use the equipment inside the control room.

4. Microphones, DVD player, headset and remote controls must not be taken out of the control room.

5. All lights and air-conditioning units must be switched off after use.

6. Tables and chairs must not be transferred or taken out of the control room.

Production Room

1. Food and drinks are not allowed inside the production room.

2. The production room is for the exclusive use of the University faculty, production designer, and TLRC technician.

3. All lights, UPS, printers and air-conditioning units must be switched off after use.

4. Tables and chairs must not be transferred or taken out of the production room.

5. Interactive learning materials must be virus-free and properly scanned before use.

Computer Room

1. Food and drinks are not allowed inside the computer room.

2. Computer and other accessories (keyboard, mouse, and UPS) must not be taken out of the computer room.

3. All lights, walls fans, ceiling fans and air-conditioning units must be switched off after use.

4. Chairs should be arranged properly after use.

Support Services

The TLRC provides systematic academic support services to faculty members and students of UP. All users should strictly observe the rules for these support services.

Tutorial Booths

1. Food and drinks are not allowed inside the tutorial booths.

2. The tutorial booth is strictly for tutorial and reading purposes only.

3. Silence must be observed inside the tutorial booths.

Borrowing of Module, Book or Film

1. The borrower must register with and secure an ID from the Book Club or Movie Club.

2. He/ She must choose a module, book or film from the shelf and fill out the borrower's form.

3. He/ She must present the Book Club or Movie Club ID to the staff-in-charge.

4. Modules may be borrowed free for two (2) weeks; a fine of 10.00 pesos per day will be charged for late return.

5. Film rent is two (2) days with a fee of 10.00 pesos per title; a fine of 5.00 pesos per day will be charged for late return.

6. Book rent ranges from 5.00 to 10.00 pesos per title for two (2) weeks; a fine of 2.00 pesos per day will be charged for late return.

Students' Lounge

1. Food and drinks are not allowed inside the students' lounge.

2. The lounge is both a study and recreation area.

3. Lights, wall fans and ceiling fans must be switched off after use.

4. Chairs, tables and settees must not be taken out of the students' lounge.

5. Tables, chairs, and settees must be returned to their proper places after use.

Game Pieces

1. To borrow the game pieces, the student must present his/ her UPV ID to the staff-in-charge.

2. Game pieces are for room use only.

3. Students are allowed to play game pieces in the students' lounge only.

4. Proper handling of game pieces should be strictly observed.

Photocopying and Printing

1. Only UPV clients can avail themselves of the TLRC photocopying and printing services.

2. Photocopying and printing services are on a first-come-first-served basis.

3. The schedule for photocopying and printing must be strictly observed.

Schedule of Support Services

SERVICE	TIME OF AVAILABILITY	
	MORNING	AFTERNOON
1. Computer Use	8:00-11:45	1:00-4:45
2. Printing	8:00-11:45	1:00-4:45
3. AVR Reservation	8:00-12:00	1:00-5:00
4. Photocopying	9:00-11:00	1:00-3:00