

Learning Resource Center Procedures

The Indiana State University (ISU) Nursing Learning Resources Center (LRC) provides a quality learning environment that functions to enhance teaching and learning activities. The LRC, located on the 2nd floor of the nursing building, consists of a Skills Laboratory, Demonstration Classroom, Auxiliary Skills Laboratory, Student Lounge, OIT Printing Area, and Staff offices. Efficient purchasing, processing, storage, circulation, and maintenance of various learning resources and equipment are provided in order to facilitate their effective use in the teaching / learning activities of the students and faculty in the nursing program, campus community, and various community health facilities.

STAFFING

The LRC is staffed by the Director and the LRC Technology Coordinator Monday through Friday 8:00 am - 4:30 pm during the academic year when classes are in session. Staffing during other times varies depending on personnel availability. If and when staff members are not immediately available in their offices (due to meetings, troubleshooting, etc), individuals needing assistance should either wait a few minutes for a staff member to return or leave a message and LRC personnel will respond as soon as possible. (Laminated signs are posted on each person's office door indicating where the staff member can be found.) Messages may also be left with and/or equipment may be returned to the Dean's Office in NU 412.

The Director of the LRC (12 month appointment) is responsible for coordinating the use of the LRC facilities and for selection and purchase, storage, retrieval, utilization, security, and maintenance of lab supplies and equipment. The Technology Coordinator's (9 month appointment) primary responsibility is the technology component of the LRC.

FACILITIES

SKILLS LABORATORY

The Skills Laboratory (Rm 215) is equipped with 10 hospital bed units. A kitchen, linen room (Rm 216) and Director's office (Rm 211) are located adjacent to the laboratory. Curtained areas, sectional wall panels and portable screens are available to provide privacy for clients and students during practice and assessment / evaluation. Three study carrels are also located in the lab. A cabinet of drawers (bins) which hold various kinds of skills equipment for independent student use is located in the Skills Laboratory.

The Skills Laboratory is available for various displays, modules, individual or group demonstrations, practice and assessment / evaluation 8:00 am - 4:30 pm Monday through Friday when classes are in session. For class sessions outside of regular hours, the course instructor is responsible for securing equipment as necessary, turning off equipment in the lab and locking / closing the door when leaving the Skills lab.

Reservations of the Skills Laboratory are to be made as described below in [RESOURCES](#). These requests are due as soon as possible in order for requested equipment to be available. Students may use the Skills Laboratory for independent practice at any time when the lab is open if adequate space is available and they do not disrupt labs in session.

Faculty who offer extended skills lab sessions are to notify LRC personnel of the particular skill(s) to be practiced / reviewed 72 (regular working) hours prior to the planned lab session. (For example: lab session on Tuesday—deadline would be 4:30 p.m. on the preceding Thursday). The deadline is to assure that the lab is reserved and that necessary equipment / supplies are prepared for student usage. Items made available for practice during extended hours are to remain in the LRC. (For information about checking out equipment / supplies from the LRC, see *Resources: Nursing* below).

Students using the Skills Laboratory for independent practice and faculty whose clinical groups use the lab are to insure that beds are left flat, neatly made and in the full high position with the side rails down. In addition, lab furnishings including chairs, curtains, linen, supplies, and equipment are to be returned to their proper location. Faculty are to return items to be secured to the linen closet (Rm 216). Faculty using the Skills Laboratory after regular hours are responsible for locking and closing the doors when leaving the lab.

A campus telephone (x3691), located in the rear of the Skills Laboratory, is available for short calls such as planning visits to clients, checking on an ill child, etc.

ADDITIONAL SKILLS LABS

Satellite laboratories are to be reserved as indicated below in Resources.

Satellite Skills Laboratory Room 106

This room is available for various displays, modules, individual or group demonstrations, practice and assessment / evaluation. Amenities include a hospital bed unit with wall mounted head unit, IV poles, privacy screens, medication carts, a crash cart, and a Vital Sim mannequin. Access to an EMR is available.

The audiovisual (AV) cabinet in this room must be locked when not in use. All equipment is to be turned off (according to the instruction sheet) when leaving the room. When finished using the AV cabinet, the faculty person is to lock the cabinet. The room is to be locked when not in use.

Satellite Pediatric Skills Laboratory Room 209

This room is available for various displays, modules, individual or group demonstrations, practice and assessment / evaluation. Amenities include a hospital bed unit with a wall mounted head unit, a crib, several pediatric models, IV poles, privacy screens, a

medication administration cart, an x-ray viewer, and other age appropriate learning materials. Access to an EMR is available.

The audiovisual (AV) cabinet in this room must be locked when not in use. All equipment is to be turned off (according to the instruction sheet) when leaving the room. When finished using the AV cabinet, the faculty person is to lock the cabinet. The room is to be locked when not in use.

Satellite Skills Laboratory Room 326-7

This room is available for various displays, modules, individual or group demonstrations, practice and assessment / evaluation. Amenities in this room include a hospital bed and access to an EMR.

The audiovisual (AV) cabinet in this room must be locked when not in use. All equipment is to be turned off (according to the instruction sheet) when leaving the room. When finished using the AV cabinet, the faculty person is to lock the cabinet. The room is to be locked when not in use. Furnishings including chairs, supplies, and equipment are to be returned to their proper location when lab sessions are finished. Faculty are responsible for turning off all equipment and the lights and closing and locking the doors when leaving the lab.

DEMONSTRATION CLASSROOM / LAB

The 50 stationary seat Demonstration Classroom (Rm 210) features raised auditorium seating, one hospital bed unit, a physician's beam scale, and areas for small group work. This room is available for various displays, modules, individual or group demonstrations, practice and assessment / evaluation. Reservations of the Demonstration Classroom are to be made as described below in RESOURCES.

The audiovisual (AV) cabinet on the west wall in Rm 210 must be locked when not in use. Equipment is to be operated according to the instruction sheet available in the cabinet. When finished using the AV cabinet, the faculty person is to close and lock the cabinet.

A TV/VCR unit and a document projection unit are housed in the Demonstration Classroom; therefore, the room is to be locked at all times when the room is not in use. Students may have access to lab modules for independent practice by contacting LRC personnel to verify the room schedule and to gain access to the room.

Students using the Demonstration Classroom for independent practice and faculty whose clinical groups use the classroom are to insure that the neatly made bed is left in the high position with the side rails down. In addition, furnishings including chairs, supplies, and equipment are to be returned to their proper location. Faculty are to return items to be secured to the linen closet (Rm 216).

STUDENT LOUNGE

The Student Lounge (Rm 206) is provided for students for relaxation, socialization, and study. The Lounge is open Monday - Thursday 7:00 am - 9:00 pm and Friday 7:00 am - 4:30 pm excluding holidays and other times when classes are not in session. An escort from ISU Public Safety personnel may be obtained by calling 812-237-5555. The telephone in the rear of the Skills Laboratory may be used (when the lab is open). A telephone is also located on the first floor near the elevator.

Donated professional journals and popular magazines (current to 5 years old) are available for student, faculty, and staff use in the Lounge. Donations are to be taken to the LRC Director's office (Rm 211). To avoid clutter on tables, anyone who uses a journal / magazine is asked to reshelve the resource in the appropriate location.

A microwave oven, coffeepot, and supplies (donated by the ISU Student Nurse's Association) are available for student, faculty, and staff use. A donation box is available to assist in covering the cost of coffee, sugar, creamer, hot chocolate mix, cups, etc. Food and beverages are allowed in the Lounge. Students are responsible for their own clean up.

Bulletin boards in Rm 206 contain various postings on academic and scholarship information, job opportunities, and other announcements. A locked storage cabinet for the Student Nurse's Association is located in Rm 206.

Printing Area - NU 214

Wireless printing is available for ISU students to the OIT printer. To print on the wireless printer, the printer must be installed on the user's computer ([installing the printer](#)).

To print at the hub, after the user sends the print job to the appropriate printer, he/she must log into the print release station in the printing hub by either swiping his/her ISU ID or by entering login information on the touch screen, select the print job(s) to print, click on Print, click OK. The print job will print when the printer is sufficiently warmed up.

Problems with printing should be reported to the LRC Technology Coordinator. Students are not to open the printer nor attempt to fix problems.

Refunds for problematic print jobs may be obtained by submitting the entire print job and banner page to Kristie Bigler in the 24 Hour Student Computing Complex or contact the Technology Coordinator.

Additional information about printing wirelessly or in the labs can be found at <http://www.indstate.edu/oitlabs/printing.html>

The copy machine in NU 214 is for student use. Copies may be purchased with coins. Per University policy, because of the small volume of usage, a change machine is NOT available in the nursing building. Operating instructions are posted on the copier. LRC personnel are to be notified of any error messages or problems with the copier. Students are not to open the copier or attempt to repair problems.

AED

An Automated External Defibrillator (AED) is located on second floor across from the skills lab (215). It is used to treat ventricular fibrillation which is a malfunction of the heartbeat. The AED is used to administer an electrical current to the heart promptly after the onset of a cardiac arrest. There is an audible alarm and priority signals acknowledged by Public Safety when the AED is removed from its cabinet.

OFFICES / STORAGE

Storage for supplies, equipment and audiovisual materials and offices for LRC personnel are located in Rm 207-208, Rm 211, and Rm 216.

LOCKERS

A room with 20 storage lockers is adjacent to the 2nd floor men's restroom. A room with 30 storage lockers is adjacent to the 2nd floor women's restroom. These lockers are useful for storing large textbooks, supplies, coats, etc. The lockers are available free of charge but neither ISU nor the College of Nursing, Health, and Human Services is responsible for loss or damage to personal property. Locker assignments may be made for at least two students per locker each semester by the Administrative Assistant. Students are to keep locker combinations secret for the security of their belongings

RESOURCES - NURSING

Rooms and multimedia / audiovisual equipment are to be reserved as indicated below. Reservations / requests MUST be made electronically as described below. Requests must include faculty / staff name and phone extension, course number / name / group, number of seats needed, preferred and alternate room number, date, and start / end times of the class / meeting. Every attempt will be made to honor reservations; however, requests are filled based upon availability.

Room assignment/lab space requests for an entire course are to be arranged with the Department Chairperson when ADVANCED course scheduling is completed (usually early during the previous semester). The University scheduler then forwards the approved room assignments to the Technology Coordinator. The room reservation procedure noted above refers to additional rooms for meetings, testing, class activities, and various small group activities—not the ADVANCED scheduling of an entire course. Duplicative requests (confirmations by the University scheduler and direct faculty

requests for the same rooms / times for entire courses) cause overbooking of rooms resulting in limited availability for legitimate requests.

Resource Reservation During Semester	Reserved with Whom	Timeframe to Reserve
Rooms	LRC Technology Coordinator	As far in advance as possible
Laboratory Space Rm 106 Rm 209 Rm 210 Rm 215 Rm 326	LRC Technology Coordinator	As far in advance as possible
Multimedia / Audiovisual Equipment TV / VCR - portable Visualizer Laptop computers	LRC Technology Coordinator	At least prior to noon the day before the equipment is needed -- as far in advance as possible to improve availability of equipment
Models / Supplies / Videos etc (reservation, not ordering)	LRC Director	As far in advance as possible -- minimum 2 days

To reserve the above, go to:

<http://www.indstate.edu/nursing/lrc/reservations/reservations.htm>

A TV and VCR are permanently mounted in Rm 215. Remotes for Rm 215 equipment are housed in Rm 216. Instruction sheets are available online. All equipment is to be turned off (according to the instruction sheet for that particular equipment) when leaving the room.

Orientation / refresher sessions for faculty / staff using multimedia equipment are scheduled at the beginning of each semester. Individual appointments for orientation at other times may be scheduled by contacting the LRC Technology Coordinator. Nursing faculty who are teaching in a classroom equipped with a multimedia cabinet must obtain a key from Facilities Management (ordered through the Dean's office). (If one misplaces the key for the multimedia cabinet, the individual must pay \$5.00 at the Controller's office and take the receipt to Facilities Management to pick up another key.) LRC staff are not responsible for locking / unlocking cabinet access for faculty.

Files may not be stored on the classroom computers as such additions can alter the regular operation and interfere with other classroom use. Faculty are encouraged to store

files on flash memory devices or their network space. If faculty want to run a software program that is not part of the OIT image and must be installed on the computer, the Technology Coordinator must be contacted in advance for installation / setup of the program. The faculty member is responsible for locking the classroom multimedia cabinet and the classroom after each use.

Requests for video previews are to be submitted to the LRC Technology Coordinator who will submit the request to the appropriate vendor. Requests are to include name of instructor requesting preview, title, length, purchase cost, and vendor information for the video. A photocopy of the promotional material for the preview should be attached when submitted. Videos with charges for previewing or return postage will require approval of the Dean.

Faculty will be notified when the requested video is available. Preview videos are to be returned by 11:45 am on the date indicated on the video to avoid late charges and/or billing for the videos. If a video is not returned to the Technology Coordinator by the date indicated, the faculty person is financially responsible for late fees or the video costs assessed by the vendor. Delinquencies will be referred to the immediate supervisor.

When a preview video is returned, faculty are to complete a Media Preview Evaluation form (available at http://indstate.qualtrics.com/SE?SID=SV_51PbFcCTrR3BMWM&SVID=Prod)

The LRC Technology Coordinator will be tracking preview requests as many vendors do not permit multiple requests for the same video. In order to avoid postage and handling costs, faculty are not to request previews or rentals to be delivered directly to them or to the College of Nursing, Health, and Human Services. Individuals who have media delivered directly to them or to the College of Nursing, Health, and Human Services are responsible for the return of the media including video or postage costs. Videos obtained for preview are not to be shown in class / lab / clinical sessions. Videos may not be duplicated while on loan for preview.

Requests for other equipment, models, skill supplies, nursing videos, etc. are to be submitted to the LRC Director as described above. Early reservations are recommended to assure availability of equipment and adequate set up time for LRC staff. Resources requested for teaching / learning projects, recruiting, health fairs, etc. must be made at least two days in advance via the form at <http://www.indstate.edu/nursing/lrc/reservations/reservations.htm> to assure availability. (The more advance notice that is given, the greater the likelihood of availability of specific resources). Items must be checked out from one of the LRC personnel and a usage agreement signed. Items must be returned on the designated due date unless alternative arrangements are made with an LRC personnel member. All equipment is due by the end of the semester or immediately upon exiting (completion or withdrawal) the nursing program or leaving the employ of the College of Nursing, Health, and Human Services should that occur prior to the end of the semester. Student delinquencies will be referred to the course faculty / department chair. Faculty / staff delinquencies will be

referred to the immediate supervisor. *Resources for classroom / lab use may be placed on a cart for faculty to pick up from and return to the linen closet unless other arrangements are made.*

In addition to resources maintained in Cunningham Memorial, LRC offices house numerous resources available for faculty and student use, according to supply and availability, including resource texts, articles, posters, display boards, models, audio / videotapes, DVD & CD-ROMs, and other various supplies and equipment. Videotapes and DVD/CD-ROMs are to be used on-site and are not to be taken out of the nursing building. To provide maximum access, faculty wishing to have media (videotape, DVD, CD) available for student viewing as a course assignment must place the media on reserve at Cunningham Memorial Library utilizing the form at <http://library.indstate.edu/about/units/circ/forms/personal.doc>

The borrower is responsible for borrowed resources from check out until return. The length of time a resource can be checked out may vary in accordance with demand. Borrowed items must be returned by the end of the semester or immediately upon exiting (completion or withdrawal) the nursing program or leaving the employ of the College of Nursing, Health, and Human Services should that occur prior to the end of the semester. These resources are to be used with reasonable care. Broken / damaged resources are to be reported to LRC personnel. ("Damaged" includes not only physical damage beyond the normal wear and tear, but also permeation of any resources by offensive odors i.e. smoke.) Student delinquencies will be referred to the course faculty / department chair. Faculty / staff delinquencies will be referred to the immediate supervisor. Loan privileges will be revoked for those who do not abide by the procedures. Student transcripts will be encumbered if resources are not returned.

Written faculty requests for supplies / equipment / models for purchase for classroom/lab instruction and simulation are to be made to the LRC Director by **November 1** for the following spring semester, **March 1** for the following summer sessions and **April 1** for the following fall semester. Every attempt will be made to obtain requested items. Specifications for desired items (submitted with the purchase requests) are helpful. Items requested after this deadline may not be available when desired. Supplies needed for simulation at the RHIC Simulation Center are to be requested through the RHIC Simulation Director.

Laptop Computers

Two laptop computers are available from the LRC for adjunct faculty use. The laptop must be reserved at least four (4) business days prior to the day needed for appropriate security measures to be set up on the computer. Reservations must be made via the web form. The earlier that equipment is requested, the more likely to avoid scheduling conflicts and the more likely an alternative reservation can be made with Information Technology's AudioVisual Services if needed. The laptop must be picked up by 4:00 pm on the workday prior to use to allow adequate time for checkout. The laptop is also to be returned by 4:00 pm the day after use to allow for adequate time for check

in. The laptop must be returned immediately upon leaving the employ of the College of Nursing, Health, and Human Services. Delinquencies will be referred to the immediate supervisor.

A usage agreement must be signed when a computer / equipment is checked out from LRC personnel indicating that the signer is financially responsible for repair or replacement if the equipment is lost, stolen or damaged. The Office of Risk Management is notified by the LRC of any checked out equipment removed from campus. Any documents that have been stored on the hard drive are to be removed prior to return.

Rm 107 AMENITIES

The Symposium in Rm 107 must be locked when not in use. All equipment is to be turned off (according to the instruction sheet) and the doors are to be locked when leaving the room. A wireless microphone is available for use in classroom Rm 107. Instructions for microphone use are posted in the Symposium. New batteries for the microphone are also stored in the Symposium. When using the microphone, if the speaker's voice fades in and out (or sounds staticky), a battery change is usually needed. Depleted batteries are to be disposed of and LRC personnel notified for replacements. Battery life will be extended if the microphone is turned off (2 switches) when put away.

When using Rm 107, the east side double door must be unlocked and the bottom lever on the left door moved to the down position so that the door can swing open when the automatic door opener is used.

Feet should not be placed on the chair seats or backs.

Rm 101, 105, 109, and 416 AMENITIES

The audiovisual (AV) cabinet must be locked when not in use. All equipment is to be turned off (according to the instruction sheet) when leaving the room. When finished using the AV cabinet, the faculty person is to lock the cabinet. The room is to be locked when not in use.

OTHER LOCATIONS

Written requests for multimedia / audiovisual equipment to be used at locations other than the ISU campus are to be made through Information Technology / User Services' Audio Visual Services. These requests must be submitted in sufficient time to satisfy AV Services' required timeframes as indicated below.

CUNNINGHAM MEMORIAL LIBRARY -- MICROFORMS AND MEDIA

Resources housed in Cunningham Memorial Library (CML) may be picked up and returned by the faculty member or by his or her designated proxy (for proxy patron authorization form go to <http://panther.indstate.edu/circ2/forms/authorization.doc>). Items

may be placed on reserve at the library's circulation desk located on the main floor (for reserves information and forms go to: <http://library.indstate.edu/about/units/circ/reserves/index.html>). Items may be returned at the circulation desk or through the outside book drops located on the south, north, and east sides of CML. Reserve items should be returned directly to the circulation desk. Media items should not be returned via campus mail. Additional information about policies and procedures may be directed to Susan Frey (x2545).

Requests for purchase of media with library monies must be directed to the Departmental Library Representative.

ISU OWNED / LEASED COMPUTER EQUIPMENT

Per Information Technology policy, if someone other than a qualified ISU employee or an appointed representative services a piece of equipment, OIT could refuse to service it further until satisfied that the machine is in proper working order. The cost to prove it is in proper working condition would fall on the department or individual, depending on who authorized the initial service. The cost of any repairs necessary to make the machine operational would fall on the department or individual. There should not be anyone outside of ISU or ISU's representative working on a machine without consent from ISU.

PERSONALLY OWNED COMPUTER EQUIPMENT

Office of Information Technology personnel are only permitted to perform service on personally owned computer equipment if it is a service they would normally perform on a University owned computer and if the faculty / staff member does not derive personal gain from the service.

[NURSING WEB SITE](#)

The nursing program provides a web site for internet information dissemination to students, faculty, prospective nursing students and laypersons. The LRC Technology Coordinator serves as the nursing webmaintainer. The nursing web site complies with the ISU Web Style Guide.

The deadline for content change submission is the first of each month. Material is to be submitted via email or Word files. Hard copies will be accepted, however, "last minute" or emergency submissions are accepted with the understanding that the time involved in copy preparation might preclude immediate posting (depending on the size of the document and amount of other updating necessary). Statements attributed to a particular person must be approved by that person. To assist in coding accuracy, the web maintainer verifies spelling and grammar during the editing process as well as having two (2) additional proofreaders.

Responsibility for content:

The individual who is responsible for a particular area / department (or their designee) is the person responsible for submitting information to the web maintainer:

Area/Depart/Office	Responsible party
Executive Director's Office	Executive Director of Nursing Programs
Learning Resources Center	Director
Department	Chairperson
ATI Testing	Coordinator
Nursing Distance Education	Department of Baccalaureate Nursing Completion
Information	Chairperson
Sycamore Nursing Center	Director
Student Nurses Association	President; Faculty Sponsor

The nursing web site's maintenance follows University guidelines / policies.

LATEX ALLERGY

Signs are posted in the nursing labs indicating that equipment in the lab MAY contain latex. Faculty / students who are allergic to latex should notify their instructor and / or LRC staff.

STANDARD PRECAUTIONS

Students who are learning invasive skills (using models) such as intradermal, subcutaneous, intramuscular, or intravenous procedures will dispose of used, contaminated needles utilizing the safety engineered mechanism. To recap a sterile needle, a one-handed scoop method is acceptable. If a needle stick injury does occur, the hands must be washed immediately if blood or other body fluids contaminate them.

Any exposure incident within the nursing building must be recorded on the Sharps Injury Log (The Needlestick Safety and Prevention Act H.R. 5178). The Log is maintained in the LRC for a period of 5 years after the calendar year to which it relates (29CFR1904.6). An annual report is provided to the appropriate nursing evaluation committee.

Any sharp or potentially sharp item (needles, ampule, glass vial, IV spike, etc) MUST be placed in a SHARPS container in the LRC office, on skills carts, or in various locations in the skills labs. When a container is full, it is to be closed and either returned to the LRC office or the Director notified for pick up. The ISU Office of Environmental Safety is to be called for Sharps' container pick-up (812.237.4022).

A pair of disposable gloves will be placed in each faculty / staff member's mailbox at the beginning of each fall semester. These gloves are to be kept in the individual's office for use as needed.

A mask for resuscitation purposes and a pair of gloves are located in each of the following:

- Behind Display Cases, 2nd drawer on left -- 1st floor
- Linen Closet (Rm 216)--2nd floor
- Student Affairs Rm 328A (cabinet under sink)--3rd floor
- Dean's Office (Rm 412)--4th floor

Material Safety Data Sheets

Any materials available in the LRC for which a Material Safety Data Sheet (MSDS) exists will have the MSDS available linked from <http://www.indstate.edu/nursing/lrc/contact-lrc.htm>

LRC Director

Effective 7/1/99

Last Update 5/2/12

Updated Procedures available at <http://www.indstate.edu/nursing/lrc/lrc-procedures.htm>