

Career-technical/Non-Degree School Library Resource Policy

Purpose

It is the purpose of this policy to establish the principles by which the Transportation Intermediaries Association Institute for Research & Education will assess, procure, provide, and maintain electronic resources for its Online Member Resource Library. It is the goal of the Association and TIA Education Staff to support fully the instructional and research programs of the Association and the Transportation Intermediaries Association Institute for Research & Education by providing access to information through the teaching, acquisition, organization, and preservation of information resources in all formats to the Transportation Intermediaries Association Institute for Research & Education's students, the Association's membership, and the 3PL Brokerage industry. The E-Resources and collections will support this mission by adherence to the following guidelines.

Collection Development Principles

The E-Resources and collections will follow the general collection development policies of the Transportation Intermediaries Association Institute for Research & Education as a whole. In brief, the following criteria will influence all collection development decisions for new resources:

Content & Curriculum

Instructor and/or committee research interests
General Association goals
Use of online resource library materials
Content value of online resource library materials

Under the general collection development guidelines, it is the Transportation Intermediaries Association Institute for Research & Education's mission that the E-Resources and collections should meet the following goals:

- Provide materials in useful, accessible formats that support the programs of the Transportation Intermediaries Association Institute for Research & Education
- Provide access to materials and resources that fulfill the research requirements of instructors, TIA Education Staff, and the Transportation Intermediaries Association
- Provide materials and resources that foster the ethical and business qualities encouraged by the Transportation Intermediaries Association Institute for Research & Education, including business growth, transportation industry ethics, and strategies for profitability, as well as recreational reading

Resources & Access

The Transportation Intermediaries Association Institute for Research & Education provides access to a variety of materials, including industry PDFs, webinar recordings, Virtual Instructor-Led Training course materials, PowerPoint Presentations, and eBooks. The online member resource library will strive to provide access to non-printed materials relevant and useful to

members, TIA staff, and students. These may include recorded content, industry PDFs, online book collections, and more. The same principles of selection and assessment will apply to these materials as to all other library collection materials.

Access to the online member resource library materials provided by The Transportation Intermediaries Association Institute for Research & Education is limited to current members of the Transportation Intermediaries Association. Users both on and off-campus will be required to log in with their TIA-provided User ID and password. Users must follow 'Fair Use' as outlined in U.S. Copyright Law and provisions of license agreements with all materials provided. Online materials obtained must be used for personal, non-commercial purposes. Improper use generally includes, but is not limited to: excessive use, printing numerous copies of a single article, or publishing articles made available through the databases. Unauthorized and improper use of online databases and other online resources provided by The Transportation Intermediaries Association Institute for Research & Education can result in access revocation.

Non-member Access

Non-members of the Transportation Intermediaries Association will have access to specific course materials as part of their Transportation Intermediaries Association Institute for Research & Education Learning Management System access.

If any student or association member does not have access, they should contact the The Transportation Intermediaries Association Institute for Research & [Education team](#) for assistance.

For questions about online resources use or issues, contact the TIA Education Department at education@tianet.org or (703) 299-5700.

Acquisitions

Under The Transportation Intermediaries Association Institute for Research & Education's general collection development policy, the Education department will make selection and deselection decisions based on curriculum and research needs; budgetary restrictions and maintenance costs; resource overlap; content value; accessibility and ease of use; and any other criteria deemed impactful to a resource's use. As with all other library resources, the TIA Education Staff actively seek suggestions for additions to the E-Resources and collections from members of the Brokerage community. TIA Education Department Staff will seek recommendations from students, instructors, and association members. However, the overall responsibility for acquisition and deselection decisions rests in the hands of TIA Education Staff and is sometimes approved by the TIA Education Committee and/or TIA Foundation Board on a case-by-case basis.

As part of its ongoing efforts to procure the best resources, the online member resource library will undertake trials of new electronic resources in order to evaluate them prior to purchase. During such trials, the TIA Staff will make efforts to gather feedback from instructors, students, and members on the resource's worth to these audiences and potential researchers. The TIA

Education Staff will consider this feedback as part of the resource's evaluation for purchase. The library will not undertake a trial for a resource unless there is an intention to consider it for purchase. Responsibility for decisions of which trials to undertake will rest on TIA Staff, including the TIA Director of Education, Vice President of Meetings & Education, and in some cases the President & CEO.

Security

The Transportation Intermediaries Association Institute for Research & Education online member resource library materials are compliant with the Association's policies on accessing these materials, including the limitations for access and restrictions for computer, network, and wireless use.

Contact

TIA Education Department: education@tianet.org, 703-299-5700

TIA Education Manager, Anthony Mascarenhas: mascarenhas@tianet.org,
or 571-982-5070, Ext 250

TIA Director of Education, Jonathan Baker: bakerj@tianet.org,
or 571-982-5205, Ext 257

TIA Vice President of Meetings & Education, Cindy Amos: amos@tianet.org,
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