LITS ADMINISTRATION
- Plans fiscal years budget
- Determines departmental procedures and directions

DIRECTOR OF RESEARCH AND INSTRUCTIONAL SUPPORT
- Workshops and training in technologies
- Departmental labs
- Builds reference resources
- Work with faculty on curricular projects

DIRECTOR OF INFRASTRUCTURE, SYSTEMS, AND SUPPORT
- Integrates the work of Networking, Administrative Computing, and Technical Support. Plays key role in the College's administrative departments' effective use of technology

DIRECTOR OF ACCESS AND TECHNICAL SERVICES
- Integrates the work of information services
- Plays a key role in the College’s effective use of information services

NETWORKING
- Network security
- Web access and electronic communication
- Network infrastructure
- Work group computing

COMMUNITY TECHNICAL SUPPORT
- Call Center
- Public computer labs
- Computer repair and upgrades
- Digization Center

ACCESS SERVICES
- Circulates print and non-print materials
- Maintains stacks

MEDIA SERVICES
- Mediated Classrooms
- Event support
- Circulates portable audio-video equipment

LIBRARY TECHNICAL SERVICES
- Manages the online catalog
- Creates records for unique MHC materials
- Acquires and processes books, periodicals, serials, from vendors

LIBRARY SYSTEMS

ADMINISTRATIVE COMPUTING
- Coordinates software and hardware strategies

COLLECTION DEVELOPMENT
- Weeds, develops, maintains the collection
- Course-related instruction in reference tools

ARCHIVES AND SPECIAL COLLECTIONS
- Receives, appraises, catalogues, systematically stores, and preserves records and papers

INTER-LIBRARY LOAN