

## POLICIES AND PROCEDURES

### To the Users of Media Lending Library

It is suggested that you spend time getting acquainted with the media catalogue. Each parish and school has at least one copy of the Diocese of Duluth *Media Resources Catalogue*.

#### SECTIONS OF THE CATALOGUE

DVD (DVD)	Filmstrips (FS)
Video Cassette Tapes (VHS)	Supplement
Audio Cassette Tapes (TP)	

#### SUGGESTIONS ON FINDING MATERIALS

- Check the Subject Index at the beginning of each section for the Topic you are interested in. Subject name and media are listed alphabetically.
- If you know the title, check the section of the type of media you want to use. Descriptions of materials are listed alphabetically by title within each section.

#### KEY TO ABBREVIATIONS

DVD	DVD	PreK	-----	Preschool/Pre-Kindergarten
VHS	Video Tapes	K	-----	Kindergarten
TP	Audio Cassette Tape	P	-----	Primary: Grades 1, 2 & 3
FS	Filmstrip	I	-----	Intermediate: Grades 4, 5 & 6
		J	-----	Junior High
		S	-----	Senior High
		A	-----	Adult

Sometimes age-level or audience is more specific and will be spelled out (i.e.. "P Grade 2", "A Teacher", or "A Clergy" or "All Ages").

#### RESERVING MATERIALS

- Requests and reservations can be arranged by TELEPHONE 218-724-9111, MAIL or E-MAIL: [gromanek@dioceseduluth.org](mailto:gromanek@dioceseduluth.org).
- Order as far in advance as possible. You can never be too early. Many parishes/schools order for the entire year at the start of the year.
- Give the TYPE of media along with the NUMBER and TITLE of the specific media you are requesting.
- Give the ACTUAL DATE you will use the media. Have an alternate date available in the event the media you want has been reserved by someone else.
- When making your request, indicate all showing dates if materials are needed for more than one showing.
- Give your name, address where the media should be sent, telephone number and e-mail address.
- We strive to send media one week in advance of your showing.
- It is strongly suggested you preview all media received to make sure it is running properly and that you are familiar with the content before showing it to your audience.
- All media will be mailed Library Rate via U.S. Mail unless it is being picked up from the Pastoral Center.
- MATERIALS ARE RESERVED ON A FIRST-COME FIRST-SERVED BASIS!

## **RETURNING MATERIALS**

- Return materials immediately following your scheduled showing date. Another person may have reserved them for a date immediately after your date.
- Return materials in the container media is sent to you in, or as provided, using the return label that is provided.
- Contact the Media Department for permission if materials are to be held over or shared with or sent to another party.
- All materials can be sent Library Rate, unless otherwise indicated. User is responsible for paying for return mail services.
- Please take care to return ALL Study Guides.

### **Cancellations:**

Please contact the Media Department as soon as you are aware of a cancellation.

### **Previewing:**

You are able to take out media for preview purposes.

You are always welcome to the Media Resource Center to preview materials. Please call for an appointment to be sure the material you wish to preview is available and that preview space is available.

### **Care of Materials:**

- Return ALL Study Guides.
- Report any damage to materials you are returning. If you are having damaged materials repaired, use only professional media repair services. Under NO circumstances mend any materials with scotch tape.

Media listed in the catalogue cannot be used for television purposes without permission from producers.

Media listed in the catalogue cannot be duplicated without the permission of the copyright holder or this office.

If you have any questions regarding the Media Department or the Media Library contact the Media Department at 218-724-9111.