AUDIO-VISUAL CATALOG – 2011
Policies and Procedures

Selection

If you have in mind a theme or topic, check the **Themes** section of the catalog for reference. If you have in mind a title, check the **Title** section of the catalog for reference.

Key Abbreviations

Grade Level Key

PS - Preschool
P - Primary (gr. 1-3)
I - Intermediate (gr. 3-6)
J - Junior High (gr. 7-9)
S - Senior High (gr. 9-12)
A - Adult

Reserving Media

Email or call to reserve materials — (jherdina@dow.org – 507-858-1255 (direct line) — 8:00 a.m. - 4:30 p.m. — Monday-Friday.)

give exact title and format/order number
give exact date(s) of use
give your name, parish, mailing address and telephone number

Order as far in advance as possible. You can never order too early. Media is booked on a first-come basis. The earlier you order, the better the chance you have of getting what you want, when you want it. Some parishes order for half a year to a year in advance.

Media will be mailed one week prior to your showing date,whenever possible. However, we are not able to guarantee when media will arrive because of late returns from previous users and unpredictable mail. We will plan to have your media arrive for previewing at least one day prior to your showing date. Remember that during peak times of the year other arrangements may need to be made.

Returning Media

Prompt return is necessary in order to maintain our service schedule. Please call if you cannot return your material on time, (507)858-1255.

1. All media must be returned the morning **following** your scheduled show date. Failure to do this is frustrating and inconvenient due to the late or last minute arrival of materials for a planned program.
2. Special instructions: Special instructions will be enclosed if materials need forwarding due to seasonal shipping delays or close scheduling.
3. Hold over of media is forbidden under all circumstances unless permission is first obtained from the Media Center.
4. Return all study guides.

Care of Media

1. **Do not allow any media to be exposed to extreme cold or heat, e.g. Left in a hot or cold car.**
2. Return materials in a mailing case or strong box. Please rewind videos before returning. Use strapping or filament tape, masking tape is not strong enough.
3. Report any damage to materials you are returning. The sender is responsible for damage incurred. Do not mend with scotch tape.
4. If the video cassette has been exposed to cold temperatures (60 degrees or below), it should be stored at room temperature for at least one hour before use. Otherwise, condensation formed on the tape and cassette mechanism can cause a jam or malfunction of the video cassette player.
5. To avoid damaging the A-V, it is good to have your equipment cleaned every year.