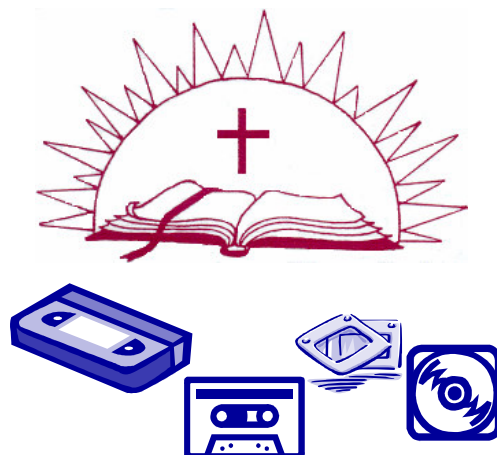


# Archdiocesan Catechetical Center Media Resource Center



## User Policy and Audiovisual Catalog

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## **OFFICE HOURS:**

The Archdiocesan Catechetical Center's Media Resource Center (MRC) is open Monday through Friday, from 8:30 am– 4:30 pm. The MRC is usually closed from 12:00 Noon until 1:00 pm for lunch. (Prearranged pick-ups and returns may be made while the Media Consultant is out.)

## **CONTACT INFORMATION:**

ACC Media Resource Center  
2718 West Woodlawn Avenue  
San Antonio, TX 78228-5195

Phone: 210-734-2620, Ext. 205  
Fax: 210-734-2758  
E-mail: [Csagan@archdiososa.org](mailto:Csagan@archdiososa.org)

## **PROCEDURES FOR REQUESTING AUDIO-VISUAL MATERIALS:**

- 1 Materials are requested through those persons authorized by the parish, school or institution as indicated on the Intent to Borrow form, which is signed by the Pastor/DRE/Principal responsible for payment. The Intent to Borrow form is renewed yearly.
- 2 Materials should be requested as far in advance as possible in order to ensure availability of material. You may contact the MRC as indicated above.
- 3 Written requests (including e-mails and faxes) always take priority over phone requests and walk-ins, although each request will be honored according to priority.

## **MEMBERSHIPS:**

### **A. YEARLY MEMBERSHIP:**

The Yearly Membership is in effect from the date of receipt of your Intent to Borrow form and check. The Yearly Membership is in effect for one year (Example: July 1, 2004—June 30, 2005). This option gives you unlimited access to all audiovisual materials available for rental. Please refer to your Intent to Borrow form for the current membership fee.

**B. YEARLY GROUP MEMBERSHIP:**

This option affords a financial discount to smaller parishes. A small parish (500 families or less) may choose to combine with another small parish; or a parish and its mission(s) may choose to combine rental fees. (This grouping is limited to one parish and its mission(s) or two small parishes. Parishes desiring to use the Special Group Membership must return their Intent to Borrow form stapled together with a letter indicating their decision to share.)

**C. “PER USE” MEMBERSHIP:**

A parish, school or institution may choose to pay on a “Per Use” basis. An **Intent to Borrow** form is also required of clients choosing the “Per Use” Membership.

<b>RENTAL FEES</b>			
(Per item, per week)			
Videocassettes	\$5.00	Compact Discs:	\$2.50
DVDs	\$5.00	Audiocassettes	\$1.00
Slides:	\$5.00/set		

**RENTAL TIME:**

Materials may be checked out for one week. (Rental time may be limited during times of high demand—seasonal material such as Advent, Christmas, Lent and Easter items.)

**LATE FEES:**

A late fee of **\$1.00 per day/per item** will be charged for materials kept after the due date. This fee is not covered by the annual fee.

**CANCELING OF REQUESTS:**

- 1 Canceling of requests should be done well in advance. This makes materials more available to others.
- 2 Note: Once materials leave our premises (whether or not they were used) the borrower will be billed. No exceptions will be made in this area. This also applies to items that were requested but not picked up.

## **MATERIAL PICK-UP:**

- 1 There are options for pick-up and return of audiovisual materials:
  - The person requesting materials may pick them up from the Media Center.
  - The materials can be mailed to clients.Although there is no additional mailing cost to those holding a Yearly Membership, the MRC encourages urban clients to pick up their requests at the Center.
- 2 Clients with a “Per Use” Membership may have orders sent by mail and will be charged according to the USPS postage rates. **NOTE:** These fees are subject to change.

## **MATERIAL RETURN:**

- 1 When returning materials, please be sure all items, including guides, are returned. You will be held accountable for missing items.
- 2 If you are returning materials through the mail, remember to insure the audiovisual items against damage or loss.

## **YOU WILL BE HELD LIABLE FOR:**

- ⇒ Any late fees, damages, or loss of items accrued through allowing other parishes/schools/institutions to use A-V materials checked out under your organization’s name.
- ⇒ Damage caused by extreme heat or cold to audiovisual items left in your vehicle.
- ⇒ The cost of repair or replacement of items damaged or lost while in your possession.

## **MRC CLOSURES:**

The Media Resource Center will be closed periodically for Staff Meetings, Staff Development Days, conferences, holidays, and vacation. Dates of closure will be announced in both the ACC newsletter **PATHWAYS** and the MRC newsletter *Clips & Bites*. Please be sure to check these sources for exact dates. **Only previously arranged pick-ups can be made during these times.**

## **PREVIEWING:**

Free previews are available in the Media Resource Center. Contact the Media Consultant to schedule an appointment.

**MAINTENANCE:**

- 1 Audiocassettes and videocassettes are very delicate and in some cases **cannot** be repaired. **Please do not force items into their cases. Be sure they fit properly before closing the lids.** This helps to prevent damage to the exposed audio or video tape, as well as the casing.
- 2 If the audio or video cassettes become damaged in any way, do not try to fix them. Return the damaged item to the MRC for repair or replacement.
- 3 Please be sure to clean the heads on your VCR and audiocassette players at least every three months. This insures optimal viewing. Only competent, experienced persons should operate equipment.

**ATTENTION ALL SCHOOL PRINCIPALS AND LIBRARIANS:**

- ◆ The above policies are strictly those of the Archdiocesan Catechetical Center. They are in no way affiliated with, nor do they reflect, the policies of the Catholic Schools Office Film Library. **NOTE:** Although Catholic Schools are encouraged to use the resources through membership in the ACC Media Resource Center, be aware that a separate A-V Library is available only to the Catholic Schools with the Catholic Schools Office through a different source of funding.
- ◆ The ACC Media Resource Center is not funded and must charge ALL its borrowers. These fees enable the ACC to acquire and maintain quality Catechetical resources for parishes, schools and institutions in the Archdiocese of San Antonio.
- ◆ Please ensure that all Catholic School librarians and teachers are aware of the ACC Media Resource Center’s policies. It is our goal to be of service to **all** diocesan agencies and their affiliates, therefore we depend upon you to clarify our policies to your personnel.

**PLEASE DO NOT HESITATE TO CALL IF WE CAN BE OF FURTHER ASSISTANCE TO YOU.**

<b>Key to Media Type Codes</b>		<b>Key to Grade and Age Level</b>		
	<b>Topic</b>		<b>Age</b>	<b>Grade</b>
<b>C</b>	Audiocassette	<b>K</b>	3-5 years	Pre-K
<b>CDA</b>	Compact Disc—Audio	<b>P</b>	6-8 years	1-3
<b>CDS</b>	Compact Disc—Software	<b>I</b>	9-10 years	4-5
<b>DVD</b>	Digital Video Disc	<b>J</b>	11-13 years	6-8
<b>S</b>	Slide Set	<b>S</b>	14-18 years	9-12
<b>SpV</b>	Spanish Videocassette	<b>A</b>	18 years / older	Adult
<b>V</b>	Videocassette			