

Instructions for using resources

- ❖ **To find resources:** Hold **Ctrl** and press the **"F"** key to bring up the "Find" box. Type in a word or number to search for resource. This will help you locate key words that are not the first word of a title. For example, if you are looking for a video about Eucharist you could try "Eucharist" or "Communion" and get many results but if you put in "1st Communion" you may find nothing. If a key word yields no results, try a shorter version (i.e. try "edu" rather than "education" or "educating," use "church" rather than "the church." Try not using "a" or "the.") The computer only searches for EXACTLY what you put in, so it's better to use only one keyword—"education life" would not bring up "Education for Life."
- ❖ **Videos:** VHS/DVD's are listed by number, title & description.
Use the Ctrl + F feature to find key words.
- ❖ **Audios:** CD/cassettes are listed by title, author, and call number.
Use the Ctrl + F feature to find key words.
- ❖ **Library Books:** Books are listed by call number, title, author and copyright.
Use the Ctrl + F feature to find key words.
- ❖ **Contact Donna:** For assistance.

Donna Pieper, Media Specialist
Diocese of Superior, WI
315 W. 5th Street; PO Box 280
Haugen, WI 54841
715.234.5044 ~ 715.234.5241 fax
dpieper@catholicdos.org

Placing orders early assures you of the best possible service and choice of programs.

To place an order give the following information to your designated parish contact person
(probably your religious education leader).

RESOURCE REQUEST FORM *Media Center, Diocese of Superior*

PREVIEW DATE: _____ SHOW DATE(S): _____
NUMBER: _____ TITLE: _____
NUMBER: _____ TITLE: _____
NUMBER: _____ TITLE: _____
PARISH/PERSON ORDERING: _____
SHIPPING ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____ PHONE: _____

SAMPLE

Indicate: Home or Work

ORDERING MATERIALS:

1. GIVE YOUR ORDER TO YOUR DESIGNATED PARISH CONTACT PERSON

2. Donna is available Monday through Friday from 9:00 am – 4:00 pm @ 715-234-5044 ext 13 to assist you.

RETURNING MATERIALS:

1. **Rewind** video and audio cassettes.

2. Include all study guides you received.

3. Return materials the next business day following your show date, unless arrangements are made with Donna @ the Media Center to keep them longer. You may **not** keep resources even if you did not get to show & want to use at the next class without approval because the resource may be scheduled for use elsewhere.

4. Please report any defective or damaged materials.

PREVIEWING:

We always recommend resources be previewed before showing to others. The Media Center has a complimentary on-site preview center that is open from 9:00 am – 4:00 pm. Please call in advance to ensure staff, program and equipment availability. You may also request materials be shipped to you for preview. Current shipping and rental costs apply.

FINANCIAL:

SUBSCRIPTIONS:

Audio-Visual subscriptions are available to parishes/schools on an annual basis. A subscription allows parishes unlimited use of A-V materials. Cost is based on parish size (number of families).

Subscriptions with current fees are mailed by May for the following fiscal year (July 1 – June 30).

NON-SUBSCRIPTION FEES:

VHS/DVD.....\$9.00

CD/cassette...\$3.00

Slides.....\$0.10 per slide (billed by total slides/set)

The user assumes responsibility for these resources and associated guides during the rental period and return shipment. In the event of loss or substantial damage, the user is liable for replacement cost.

SHIPPING:

Materials are mailed library rate. Parishes are responsible for return postage. We suggest you return resources in the mailers you receive the materials. Replace or repair torn envelopes. Use padded or reinforced envelopes or boxes. Please do not use staples.

DUPLICATION:

The duplication or other reproduction of resources is expressly prohibited by US copyright law.

FEEDBACK:

We welcome your recommendations for future purchases of media which relate to Christian formation and education. People who have interest or professional involvement in education and formation are invited to serve as media reviewers.

Let us know how we can assist you in your ministry! Thank you for all you do!
Media Center, Bishop Hammes Center, Diocese of Superior, WI