

How to use the Media Center

East Ohio Conference UMC, North Canton, OH

Materials from the Media Center are for use by member churches only. All churches in East Ohio are eligible to join; please contact the Media Center for membership information.

Request

- To use our online catalog, go to www.eocumc.com/mediacenter, (menu on left). Use the shopping cart feature when you make a selection. You will be contacted with confirmation of your request.
- Place a phone order by calling 800-831-3972 or 330-499-3972 x 139 (or leave voice message).
- Fax an order dial 330-499-8336. You will be contacted with confirmation.
- Email sarnold@eocumc.com with the information below, you will be contacted with confirmation.
- Walk-in to browse the collection during business hours - call first if you need assistance from the Media Specialist. Our office hours are Monday - Friday, 8:30am - 4:00pm.

Please include the following information with your request:

- Resource title (include resource number or author if known)
- Your name
- Your daytime phone number
- Your church name and address
- The dates the resource is needed (starting **and** ending use dates)
- If you will pickup the material or would you like it mailed. If mailed, the address to which the resource is to be sent (we prefer to the church as we get a better mailing rate for non-profit to non-profit, however we understand not all churches are staffed during the week so can send to homes if needed).

We prefer at least two weeks notice when possible for all reservations. As reservations are not for a pre-set period of time, decide before ordering how long you wish to use each piece.

Preview resources in advance for content and suitability for your group.

Reserve resources as far in advance as possible, up to a year ahead. Reservations are 'first come, first served,' so it is advisable when ordering to provide substitute resources or alternate use dates.

Borrowers are responsible for all resources and their supporting material. Only request items that you are able to keep track of and return on time. Do NOT loan resources to anyone else.

Equipment must be picked up in person. Projectors require a \$100 deposit due upon pickup. You are responsible for all cords, remotes, etc. and will be charged for any repairs needed.

Use

Resources are generally mailed 10 or more days before the first use date. If you live or work in the North Canton area, it is appreciated if resources can be picked up instead of mailed. For faster delivery, you may request UPS service for an extra fee.

Enclosed with your resource will be an invoice listing the resources borrowed and the last use date. Always check the accuracy of the last use date; if incorrect, contact the Media Center immediately.

The borrower is responsible for returning ALL pieces of resources by the due date on the invoice. Late fees are charged for items not returned on time, lost or broken pieces must be replaced at your cost.

If you would like to keep a resource longer than originally requested, contact the Media Center in advance to determine availability. If the resource is needed by another user, the reservation cannot be extended and the resource must be returned as scheduled.

Protect resources from extreme temperatures and mishandling. Each borrower is responsible for the proper use of resources and the reporting of any difficulties or damages that occur during use. The Media Center is not responsible for any damage that may occur to equipment by the use of resources.

Borrowers will honor copyright laws by not allowing resources to be reproduced or broadcast or charging fees to events in which resources are used (certain print materials may be reproduced if specifically stated by the publisher). Please ASK if you are unclear about legal usage of materials.

Return

Borrowers are responsible for return postage. In most cases, you simply reverse the mailing label on the case you received the materials in.

Methods of return:

*Mail or UPS/FedEx to: **East Ohio UMC Media Center
P. O. Box 2800
8800 Cleveland Ave NW
North Canton, OH 44720**

* In person: drop off when the EOC Area Center is open (generally Monday - Friday 8:30 - 4:00) or if in the building for a weekend or evening meeting, leave items (*with note*) on the Media Center desk. There is no exterior drop box for after hour deliveries, please mail the resources if needed.

Make sure that all storage cases, leader's/participant's/user's guides, and all other accompanying materials are returned. Open cases to make sure items are in there. Affix DVDs/CDs securely on their hubs so they do not slide around in the cases and get scratched. Please help keep our resources in good condition!

As a courtesy to other borrowers, return resources immediately after the use date on the invoice (or sooner).

Suggest

If there are video resources you'd like the Media Center to carry, let us know! We are open to suggestions and may purchase requested items if determined to be suitable and funds permit. Contact Susan Arnold with any questions: sarnold@eocumc.com

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www.eocumc.com/mediacenter**