

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 non-profits in Ohio are eligible to join; please contact the Media Center for membership information.

Request

- To use our online catalog, go to: <http://rqmweb.com/eocumc>. Use the shopping cart feature when you make a request. A confirmation of your request will be emailed immediately by the system.
- Place a phone order by calling 800-831-3972 or 330-499-3972 x 139 (or leave voice message).
- Email ageorge@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 staff. Our office hours are Monday - Thursday, 8:30 a.m. - 4:00 p.m.

Please include the following information with your request:

- Resource title (include resource number or author if known)
- Your name
- Your daytime phone number
- Your email address – our preferred mode of communication!
- Your church name and address
- The starting **and** ending use dates the resource is needed
- If you will pick up the material or you would like it mailed. If mailed, the address to which the resource is to be sent (we understand not all churches are staffed during the week so we can send to residences 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 – important!

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 and labyrinths 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.

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.

If a DVD is not working properly try another computer or player - some DVDs are “fussy” about compatibility. If it looks dirty or scratched sometimes a local video store will clean them for you. If that doesn't help, then let us know ASAP – sometimes we have an extra copy that we can send you.

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

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

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 - Thursday 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 an exterior drop box for after hour deliveries in the parking lot.

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.

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.

As a courtesy to other borrowers, please return resources immediately after use.

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 Amy George, Media Center Coordinator, with any questions: ageorge@eocumc.com

**Media Center, East Ohio Conference UMC
Open Monday – Thursday, 8:30 a.m. to 4:00 p.m.
PO Box 2800 | North Canton, OH 44720
330-499-3972 or 1-800-831-3972 x139**