

# **New Frontiers Curriculum Committee Procedures**

## **DVD Purchase Procedure**

1. A New Frontiers (NF) member can request the purchase of a DVD. Priority is given to use in a class for NF members
2. NF member will provide the following information to the Curriculum Chair
  - a. Course #
  - b. Exact title
  - c. Is a guidebook included
  - d. Price including shipping
3. The Curriculum Chair determines whether funds are available and what the use and/or value would be to all members.
4. The Curriculum Chair approves and submits information to the Office of Community Partnership (OCP) (Sammy/Neva) to order the DVD.
5. When the DVD arrives in the OCP (Sammy/Neva), they let the Curriculum Chair know and if possible, label the materials with an NF label.
6. The Curriculum Chair lets the NF member know the DVD has arrived and can be picked up.
7. The Office of Community Partnerships (OCP) (Sammy/Neva) adds the new DVD to catalogue
  - a. Title
  - b. Is there a guidebook
  - c. Number of DVDs
  - d. Date of release
  - e. Number of lectures and length

## **DVD Library Checkout Procedure**

1. Sammy or Neva will send the inventory list to webmaster to post on the NFLL Website, <https://newfrontiers.mesacc.edu/dvd-library.html>.
2. If a member is interested in a title, they may check the website, download the latest spreadsheet or contact Sammy or Neva 480-461-6266 to find out availability.
3. If a DVD is available, the member may make arrangements to pick up the DVD title from Sammy or Neva at the Red Mountain Campus in the Desert Willow Bldg, Community Partnerships Office in Room 136B (DW 136B).
4. Sammy or Neva will inform the webmaster a DVD is checked out and update the website.
5. The member returns DVD all records are updated.
6. The website is only as accurate by those records kept by Community Partnership Office.