

New Frontiers Curriculum Committee Procedures

DVD Purchase Procedure

1. A NF member can request the purchase of a DVD from Curriculum Chair. Priority is given to use in a class for NF members
2. Curriculum Chair determines whether funds are available and what the use/value would be to all members.
3. NF member will provide the following information in writing by email to the Curriculum Chair
 - a. DVD Course #
 - b. Exact title
 - c. Is a guidebook included
 - d. Price including shipping
4. Curriculum Chair approves and submits information to the MCC staff to order and to the treasurer of NF council for the budget copying the requesting NF member.
5. Curriculum Chair lets the DVD librarian know a DVD is on order.
6. When the DVD arrives in the MCC staff office, the staff let the Curriculum Chair know and they label the materials with a NF label and put into their data base.
7. Curriculum Chair lets the NF member know the DVD has arrived and can be picked up
8. The NF DVD librarian needs to know the following in order to catalogue
 - a. Title
 - b. Is there a guidebook
 - c. Number of DVDs
 - d. Date of release
 - e. Number and length of lectures

DVD Library Checkout Procedure

1. NF DVD Librarian (currently Ann Bloxam annbloxam@hotmail.com or 480-294-1618) will post list onto NF website (NewFrontiers.Mesacc.edu).
2. NF member interested in a title contacts NF DVD librarian to find out availability.
3. If DVD is available, NF member contacts MCC staff office, currently Michelle Chambers, MichelleChambers@mesacc.edu or 480-461-6266) to make arrangements to pick up the DVD title
4. NF member signs for checkout of NF DVDs when they pick up the DVD.
5. MCC staff let the DVD librarian know who checked the item out.
6. DVD librarian records this in the DVD spreadsheet and sends to NF webmaster to update the online DVD library.
7. NF member returns DVD to MCC staff office upon completed usage.
8. When a NF member returns a DVD set to the MCC staff office, the staff member notifies the DVD librarian, who updates the DVD library spreadsheet and sends to NF webmaster to update.