New Frontiers Curriculum Committee Procedures

**DVD Purchase Procedure**

1. A NF member can request the purchase of a DVD. 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 to the Curriculum Chair
   a. Course #
   b. Exact title
   c. Is a guidebook included
   d. Price including shipping
4. Curriculum Chair approves and submits information to the Office of Community Engagement (OCE) to order and to the treasurer of NF council 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 OCE, they let the Curriculum Chair know and if possible, they label the materials with a NF label.
7. Curriculum Chair lets the NF member know the DVD has arrived and can be picked up.
8. The 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 of lectures and length

**DVD Library Checkout Procedure**

1. NF DVD Librarian (currently Greg Master) 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 Office of Community Partnerships (OCP – 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. Staff from OCP let the DVD librarian know who checked the item out.
6. DVD librarian records this in the DVD workbook and sends to NF webmaster to update the online DVD library.
7. NF member returns DVD to OCP upon completed usage.
8. When a NF member returns a DVD set to the OCP, the staff member notifies the DVD librarian, who updates the DVD library workbook and NF webmaster.