



**MEDIA CENTRE RESOURCE SERVICES  
BRUCE GREY CATHOLIC DISTRICT SCHOOL  
BOARD**

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# Media Centre Resource Services

An Introduction...



**Take just a minute to find out a little more about your Media Centre collection of resources and how to bring these materials into your classroom.**

*Revised July 2009*

### What Is Media Centre Resource Services?

Media Centre Resource Services is a centralized circulating media collection for the Bruce Grey Catholic District School Board. We develop the collection, book out your media requests, and ship and receive the materials to and from schools.

### How Do I Contact You?

To borrow resources, make suggestions for future purchases, or to make inquiries about the collection,  
phone 364-5820 X275,  
or email Lynn\_Hahn@bgcdsb.org

### How Do I Obtain Resources?

You may borrow resources several different ways:

- 1) Call 364-5820 X275
- 2) Email Lynn\_Hahn@bgcdsb.org
- 3) Through the on line catalogue, Reserved Bookings.

### When Can I Expect To Receive My Resources?

Materials are booked weekly by the Media Centre, and will be delivered by the Board courier .

You will receive confirmation of your booking and the dates reserved, either by email or phone. Please check the courier box on the day your resources are to arrive.

### When Should I Return My Resources?

The label attached to your resource clearly indicates a return date. Your resources should be in the courier pickup area the night before this date in order to be picked up and returned to the Media Centre on time.

### The Last Word On Copyright

- 1) Under Canadian copyright law, the creator of a video is considered to be the owner of this “intellectual property”, and so has the exclusive right to sell or license it for use in a public place.

*Your school or classroom is defined as a public place.*

You may not legally show videos in a public place unless you have first obtained written permission or a public performance license from the copyright holder.

You should NEVER ASSUME that a public performance license has been included in the purchase price of any video that you buy.

All videos loaned through the Media Centre have Public Performance rights.

- 2) Bruce Grey Catholic District School Board has a Board-wide site license with VEC and ACF, which permits the showing of feature-length videos covered by this license. Please check with your school librarian regarding the videos covered by this license, and the proper reporting procedure.
- 3) It is illegal to duplicate a video for any reason unless you have obtained the written permission of the rights holder to do so.
- 4) Unsure about the copyright status of videos? Check with your school librarian or contact the Media Centre to determine whether your videos may legally be shown.

### How Else Can You Help Me?

1) Don't forget to call if you are having difficulty searching for resources. I am always ready to help you find what you need from the Media Catalogue!

2) **Laminating** is also a service offered by the Media Centre.

Send your materials to be laminated in the courier, with a yellow Media Centre Request Form attached. The form should be signed by your principal in order for the school budget to be billed for the laminating charges. We can also laminate personal items at a cost of \$0.50 per foot. You will be billed for this service, and payment is then remitted to the Media Centre. **All laminating must be accompanied by the Yellow Request form (available in your school office). Any forms not signed by the principal will be billed as a personal order.**

Laminating is done once per week, and in most cases will be returned to you in the next courier. Keep in mind that multiple layers of paper do not always seal properly, and only items up to 24" can be laminated.

3) A/V supplies, such as CD's/DVD's, hanging bags, lamps, etc., can be purchased by the schools by submitting the blue Media Centre Order Form, available from your Library Technician. All orders must be accompanied by this form. If you require forms please contact the Media Centre.

4) Please keep me informed of subject areas needing additional or improved resources. Your assistance is vital in maintaining a current and valuable Media Centre. Your suggestions will always be given priority while searching for new and relevant resources!

When visiting the Board Office stop by to say Hello! I look forward to meeting you, and to serving you through your Media Centre!!

### How Do I Know What Is Available?

The Media Centre communicates information about our resources and services in various ways.

- 1) The **Media Centre Catalogue** can be viewed online!  
Simply go to **www.bgcdsb.org** and click on the link to **Staff—Media Centre**  
**OR**  
in Internet Explorer type in **mediacentre.bgcdsb.org**

You can then query for Media Centre resources in the same way you query your school library.

*"Book Bag Feature"* in L4U—can be used to create a list of selected resources while you search, and then print off the list for future reference or reserve a booking from your Book Bag selections.

**Any questions regarding the Online Catalogue or Reserved Bookings, please call Lynn at the Media Centre! You will need a Client Code and Password. Call me to get this information.**

- 2) **Media News:** a monthly newsletter from the Media Centre to provide you with information about the newest and best resources to support your classroom. This newsletter will also be posted in the News Conference on FirstClass.
- 3) Check your **FirstClass Conferences:** Newly catalogued items will be announced in the appropriate conference.
- 4) **Call the Media Centre** for assistance in searching for resources. We are here to help you locate the resources that are most useful for your classroom.

### What If I'm Not Finished Using The Resource?

If you need to extend the length of your booking, please call the Media Centre as soon as possible. Unless the resource has a booking immediately following yours, we will attempt to give you the extra time you need to complete your activities.

### Sometimes I'm In A Hurry...

You may be able to come into the Media Centre the same day that you phone in a booking to personally pick up the resource you need. Just let me know that you would like to pick it up, and I will have it available at reception. I am in the Media Centre Tues., Wed., and Thursday's.

### Read The Label

It is important that you check the label on the resources that you are borrowing. You should see your name, your school's name, and the name and catalogue number of the resource you requested, along with the date that you want to use the resource, and—most importantly—the return date.

**The return date is the day the Courier truck will pick up your courier box.**

So, your resources should be in the courier box the night before the return date, in order to be picked up and returned to the Media Centre on time.

We take our commitment to students and teachers very seriously. An important part of that commitment is ensuring that the resources that teachers borrow from us will be received in schools on time.

But we can't do it alone, so we expect that teachers will return their videos, kits, etc, on time so that they may be forwarded along to the next booking.

**Please keep a watchful eye on the Media Services label.**

### Loan Equipment

Some loan equipment is available from the Media Centre for one week periods. Equipment available includes: a) Video Projector b) Portable Screen c) LCD Projector d) Senteo Clickers. To request equipment follow the same booking procedures as for other resources.

### Repair Service

The Media Centre will provide repair services to A/V equipment in the schools. Any small equipment requiring repairs must be sent directly to the Media Centre. Please attach a note indicating school name and a brief description of the problem.

**If you find a piece of equipment that is defective, notify the principal or library technician immediately.**

### Professional Library

A Professional Library of books and videos is available to staff members. Resources include Religious Ed., Special Ed., Literacy, Management, etc. Feel free to call or stop by to access the various types of Professional Development and support materials available.

### Duplicating Service

CD and DVD duplicating (copyright permitting) can be done at the Media Centre. Our newest addition is a high speed CD/DVD duplicator, which enables us to make multiple copies quickly and efficiently.

### Where are you located? When Are You Open?

The Media Centre is located in the Catholic Education Centre, and regular business hours are Monday to Friday, 8:30 am to 4:00 pm., however I am only in the Media Centre Tues., Wed., and Thursday's for same day pick-up.