

Procedures for Ordering Media Material

(Videos, DVDs, Audio CDs, and CD-ROMs)

Media Librarian Contact Information:

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Media Collection

The Library will maintain a media collection that includes DVDs, videos, audio cassettes, audio CDs, and CD-ROMs. The media librarian, in consultation with faculty, will select materials for the collection. The breadth of coverage will not be restricted to WCC course offerings, but will include other subjects as well.

Furthermore, the media librarian has the responsibility for the overall development of the media collection. This includes the selection of new media titles, the evaluation of the collection, and the periodic weeding of the collection for all formats.

Faculty Participation

Any WCC faculty member may recommend the purchase of media materials in his/her subject area or curriculum by contacting the media librarian.

The media librarian encourages the active participation of faculty members in the selection process. She encourages regular consultation regarding Library support of course assignments and changed or new curricula.

Criteria for Media Materials

The purpose of the Media collection is to support the instruction and research needs of Washtenaw Community College faculty and students. In addition, the collection supports present and future teaching needs in all fields of study offered at WCC. Emphasis is placed on faculty requests in support of the curriculum.

The media librarian solicits recommendations from faculty. Faculty can request a preview copy of any media format when available. The media librarian will help facilitate any preview copy orders or rentals for one-time use with the assistance of Technical Services. Approval to order is the responsibility of the media librarian.

How to Order?

If you would want to order media material for instructional use, please contact Amy Lee, media librarian, by phone, email or in-person.

It is not the practice of the Library to reimburse faculty who have ordered and paid for media material without first consulting with the media librarian. (All orders must stem from the media librarian).

How are media materials ordered?

Upon the recommendation of the media librarian and the faculty member, media titles with publisher information are given to the Library's Technical Services Department. The

Technical Services Department will do the ordering and payment for each title. All media orders will be the property of the Library media collection. Faculty members will be contacted when the title has been cataloged and shelved in the Circulation Department.

Can I order a preview copy?

The Library can order preview copies of any media material when available by contacting the media librarian. Upon receiving your request, the media librarian will provide your information to the Technical Services Department for ordering and processing.

If the media librarian is on vacation for any duration of time and you need to order your preview copy immediately, you can contact Victor Liu, Dean of Learning Resources, to submit your preview copy order. Upon receipt of your order, you will be contacted. You will be given a two--week period to preview the title(s).

Although it is preferred that the Library order all preview copies, faculty members have ordered their own preview copies in the past. Faculty members who order their own preview copies and want the Library to pay for the titles must abide by the following guidelines:

1. Faculty members must first speak with the media librarian to approve their request.
2. Faculty members must turn in the invoice with the item to the media librarian. The Library will not pay for any invoice without the media item in hand. The media librarian will provide the invoice with the media material to the Technical Services Department for payment and processing.
3. All media material paid by the Library will remain the property of the Library media collection.

Budget Information

The Library's collection development budget begins on July 1 of each year and orders are placed until March 31 of the following year. Orders given to the librarian during April thru June will be held until July 1 for processing.

Faculty have the option of previewing a video during April thru June. If a faculty member decides to add the preview media title to the Library collection, the invoice will be paid after July 1. All media material purchased from the Library's collection development budget will be cataloged and shelved with the media collection located behind the Circulation Counter.