



FRANCIS MARION UNIVERSITY

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Educational Media Center

The Media Center Resource Area is committed to providing effective and efficient service to its patrons. In order to accomplish this, it has become necessary to implement the following new policies effective immediately.

PREVIEW WITH INTENT TO BUY POLICY

In order to ensure the acquisition of needed and desirable materials, the Resource Area has implemented a "preview with intent to buy" policy. All orders will be placed as preview requests and the individual requesting the material will be asked to preview each item prior to purchase. With the approval of the Resource Area Coordinator, the preview option can be waived.

All preview items must be ordered by the Resource Area if they are to be paid for with Resource Area funds. If a faculty/staff member orders preview items directly from vendors, the faculty/staff member or the department will be responsible for item and shipping charges.

The Resource Area secretary will notify faculty & staff when ordered materials arrive. **If the items are not picked up for preview within five (5) days of notification, the item(s) will be returned to the vendor(s). Faculty and staff have up to five (5) days to preview and return materials to the Resource Area.**

Materials are not available for classroom use until the items are cataloged and properly checked out.

RESOURCE AREA FACULTY & STAFF LOAN PERIOD POLICY

Policy Rationale

The Media Center Resource Area strives to provide all FMU faculty, staff, and students a balanced collection of media materials. When the Resource Area acquires materials to enhance the collection, it is the desire of the Resource Area staff to make those materials accessible and available to **all** faculty, staff and students. Although CEMC purchasing policy allows an individual faculty member to submit requests, the material purchased is cataloged as part of the University collection. A faculty member or department is neither granted exclusive use nor the right to permanent storage in their department.

The Resource Area loan policy is designed to provide adequate time for use of specific items while assuring other patrons reasonable access to items in the collection. Please keep in mind that our resources are limited due to budgetary constraints. We are striving to enhance our collection whenever possible, so please, be fair and share!

Policy Statement

Faculty and staff members will be allowed to check-out up to five items at a time for a two-week loan period. Items can be renewed for an additional two weeks. If an item has been requested by someone while it is checked out, the Resource Area reserves the right to deny check-out renewal. If a faculty/staff member has items that are overdue, the Resource Area reserves the right to suspend that individual's future circulation privileges until the overdue items are returned.

ANNOUNCEMENT

DON'T FORGET TO RESERVE CEMC MATERIALS AND EQUIPMENT!!!

We have a limited amount of equipment and materials to serve a broad range of campus needs; **therefore, items will be reserved on a first come, first served basis.**

In order for the Media Center staff to **assure** prompt booking and delivery, we ask that all requests for materials and equipment be made at least 48 hours (2 business days) in advance. Some equipment delivery may involve the assistance of Physical Plant personnel; therefore, sufficient time for scheduling such deliveries is MANDATORY. However, if items are not scheduled and are immediately available, we will be more than happy to fill your materials/equipment requests although delivery cannot be guaranteed. In some instances, Physical Plant might charge a pick-up and delivery fee. If so, we will need a budget number for billing these charges to a University account.

We appreciate your making our job of serving you more efficient by planning ahead.