

## Frequently Asked Questions for RESOURCE LENDING ADMINISTRATORS

*My church has a lot of resources to add, is there an easier way to do this other than the Maintain Media list?*

You can request a Media Catalog List template (Excel version) to upload your catalog information. Contact North Georgia Conference Media Center at [mediacenter@ngumc.org](mailto:mediacenter@ngumc.org). Make sure your fields match up with the one in the Excel version.

*How do I delete unwanted resource files?*

If you wish to delete a resource that is unwanted or no longer available then: 1. Click on that resource file. 2. Go to the bottom of the frame. 3. Check the box marked "Check to delete Title." 4. Save Changes

*What is the "any" option for in the Audience and Format category?*

"Any" is a category that is primarily for those searching the catalogue that desire to access a broader range of materials for checkout. As an administrator we encourage you "not" to categorize materials in this category, but rather to give it a more specific audience focus.

*What kind of policy should we have for sharing our video curriculum resources?*

1. You need a contact person at your church that will be in charge of your resource library. You will put their contact phone numbers and e-mail information in the Update Information field.
2. You may wish to have a reasonable due date with late fees. Another option is to have a refundable deposit on check out. We just ask that these fees or deposit be reasonable amounts. They should not be used as an attempt to make money, rather they should encourage people to return resources to you in a timely fashion.
3. For instance, if you loan out a ten week study you ought to allow an extra couple of weeks loan time for preparation and unexpected delays or holidays. So you may lend it out for 13 weeks instead of ten.
4. You may get a copy of the UM Center Media Center Brochure, which includes their lending policies by contacting Media Center at [mediacenter@ngumc.org](mailto:mediacenter@ngumc.org).
5. You need to decide how you will share your resources. Must people come by and pick up the resource from you in person? Or will you also be willing to mail it to a church? If so who will pay postage for the mail?

## Explanation of Resource Fields for "MAINTAINING MEDIA LIST"

### **Inputting Media**

**Title** – Resource Title

**Author/Series** – i.e. Disciple, Sisters, Beginnings, Adam Hamilton

**Year** Published.

**Length** of Study.

Target **Audience** by age group focus (Child, Teen, Adult, Any)

**Format** – CD, DVD, or VHS required.

Ethnic **Language** the study is in.

**ISBN** Number on the study for cross-reference usually found around the bar code tag. It usually looks something like 0-2345-6789-1.

**Publisher** for the resource.

Number of **Copies** you have available at your church.

Any other general description of the study you would like to give to help people know more about it.

**Description** of the media item.

### **Choosing Categories/Removing Items**

**Category** – what is the study's target audience? Check ALL that could apply.

You can and should often choose to add more than one category (Add New Category). Because someone may look for a Women's Bible study, but instead they only look in the Bible Study category rather than the Women's category.

You want to cover all the categories that your study may apply. You can also use the Remove Last Category to erase one if needed.

**Check to delete Title** – check this box if you wish to remove the entire item from the Media Resource database.