

Operating Procedures

Last Updated Tuesday, 28 September 2004

REMC 5 Operating Procedures

- WHO MAY ORDER? HOW MUCH?

Any staff member of a school in REMC 5 may order as many resources as required to meet their educational objectives. While placing no limit on ordering, REMC Strongly discourages ordering more media on a single subject at one time than can be used without reducing educational effectiveness of the media or lesson to be taught.

- WHEN SHOULD ORDERS BE PLACED?

As soon as professional judgement enables you to predict with accuracy when student readiness will result in maximum educational benefit. Orders may be submitted at any time.

- HOW AND WHEN ARE MATERIALS DELIVERED?

REMC materials are transported through the inter-school mail system serving Clare-Gladwin RESD and Gratiot Isabella RESD. Item will arrive at your building according to your districts inter-school mail schedule. Arrangements can be made to pick up media items at either RESD if necessary.

- HOW ARE MEDIA ORDERS PLACED?

Media items may be ordered through the REMC on-line booking system. Select "Checkout Materials" from the main menu to log in.

- HOW LONG MAY MATERIALS BE KEPT?

In most cases materials are reserved to allow two consecutive show dates. However, Kits, Models, and Computer Programs will automatically be reserved for 10 days; Study Prints for 5 days; and VHS Cassettes should be requested for a period commensurate to the length of the program. Longer booking time must be requested. Avoid extended bookings as much as possible in order to reduce rejections.

- ALTERNATIVE USE DATES

Whenever possible, alternate use dates should be given.

- MEDIA CANCELLATIONS

From time to time, media items that have been confirmed for shipment may have to be canceled for some reason. Please refer to your Media Confirmation Slip for correct data when calling the Center to cancel or inquire about any confirmation.

- LATE RETURNS OF MEDIA

Individuals within the constituent school districts utilizing the media services of REMC 5 will be subject to loss of media privileges and services if media is consistently returned late.