



Media FAQ:

How do I request media?

1. If faculty member has built a rapport with his/her specific TCC librarian or library support person, the faculty member is welcome to submit requests to that campus librarian. The request will be processed through the library coordinator and forwarded to the media collection development librarian, Mary Hanlin.
2. The faculty member can submit request directly to the media collection development librarian, Mary Hanlin. She can be reached at mhanlin@tcc.edu or 757.822.2133.
3. The faculty member can submit requests through the online recommendation form for library materials available at: <http://www.tcc.edu/Lrc/admin/requests/form.htm>

What are the standards for media item requests? Are there some items that are given higher priority than other items?

First priority will be given to media requests that are used in a required assignment or teaching component of curriculum. If the faculty member indicates that the media item will be used 1. in a classroom setting or 2. as a required component of an assignment, every endeavor will be made to purchase that media item. The faculty member will be notified when media items arrive.

Second priority will be given to media requests that directly support curriculum but are not used inside the classroom or required for a completed assignment. Such media includes items that are designated as viable media to explain and support key concepts in subject areas taught by faculty. Again, faculty members will be notified when media arrives.

Final priority will be given to media requests that do not directly support curriculum, however, include, in a broader context, educational value and merit. Such media include: highly regarded feature films, such as Academy Award winners, various documentaries, such as media available through PBS and educational media that supports the larger goals of the college. Faculty member will be notified when media has arrived.

What are some of the main reasons why the library can't purchase a media item?

One of the primary reasons why the library cannot purchase a media item is because the item is out-of-print. This is particularly common with older films that cover a very specific subject matter. The cost of the media item also will be taken into consideration when selecting media materials. Format is also a consideration when selecting media items. Very occasionally, an item is only purchasable in VHS format. If item is only available in VHS format, often the media librarian will return to faculty member and recommend similar media items available in DVD format. Finally, media items that do not clearly and directly support curriculum and do not offer a broader educational value, are not selected for purchase. Such items include: poorly regarded feature films or items that are clearly intended for a middle-school or high-school audience.

How many media items can I request?

There is no limit to the number of media requests that a faculty member can make. Closer to the end of the fiscal year, faculty members who have made fewer or no media requests will have priority over faculty members that have made numerous requests. Also, the library will attempt to balance media in each subject area. If there is a particular subject area that offers fewer media items than another area,

though offers comparable number of courses, that subject area will have higher priority in media purchases.

When is an appropriate time to request media items?

Typically, the best time to request media items is between early August and late March. The media librarian tries to spend the media budget in an expedient fashion in order to assure every penny of her budget is spent before new fiscal year. Also, it is important to keep in mind that media items typically take one and a half to two months to be ordered and processed. If you need a media item early in the semester, the items needs to be requested approximately two months before that semester begins.

I feel that we need more media in my subject area but I don't have any specific media in mind. Can we still get something?

Absolutely! There are two ways in which a faculty member can find viable media in his/her area of instruction. First, the faculty member can work with the media collection development librarian, Mary Hanlin. She is happy to send to any faculty member various media catalogs that cover faculty member's area of teaching. Additionally, she will suggest specific media items and resources that might potentially ascribe to needed media.

Secondly, the faculty member can peruse the [List of Media Vendors by Subject Area](#) available on [Mary Hanlin's faculty webpage](#). Like books, there is almost always a viable film that can be purchased to support specific concepts, practices or theories.

How long does it take to get the media that I've asked for in the library?

Typically, it takes one and a half to two months for specific library to receive catalogued media material. For material purchased through an eVA authorized vendor, such as Barnes & Noble, Films Media Group, or PBS, media is typically received in less time. For films that must be purchased through a non-eVA vendor, such as Amazon, Discovery Channel, BBC, A&E receipt of media typically takes longer. Media that is only available through non-eVA vendors must actually be purchased through a "middleman." That is, TCC must have an eVA vendor purchase non-eVA items on its behalf, and then TCC must purchase from that vendor (at a markup). This, of course, takes more time. Also, if a media item is requested during the summer, the library will often hold on purchasing the film until it has received new money for the fiscal year (which usually it receives in mid-August).

How long can I check out a media item?

For both students and faculty members the check-out time for circulating media is one week. If an item is on reserve and needed in class, the item should be returned to reserve within the established time period that faculty member has designated for that media item. Media items purchased by the library cannot be kept in individual faculty member's office, or in a separate learning lab other than the library.

I want to use a media item in my class that is currently on reserve by another faculty member. What do I do?

Please contact Mary Hanlin if you want to use a media item that is currently on reserve by another faculty member. She will try to establish whether the item is being used at the same time. If not, the media item may be used in class with the understanding that the film must be returned to the library after that class. Mary will then evaluate the media item to determine whether an additional copy is needed.

