


FOR YOUR INFORMATION

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Chief Information Officer

DISTRIBUTION:	All Schools and Offices	<u>ROUTING</u> Local District Superintendents
SUBJECT:	MEMORANDUM NO. K-15 PROCEDURES FOR BORROWING MATERIALS FROM THE AV MEDIA LIBRARY	Local District School Support Directors Administrators AV Materials Reps Library Media Teachers Instructional Technology Applications Facilitators
DATE:	February 22, 2002	
DIVISION:	Information Technology	
APPROVED:	JAMES L. KONANTZ  Assistant Superintendent	

For further information, please call Sue Quinn, Supervisor, Audiovisual and Educational Software Services, at (213) 625-6982. For ordering assistance, please call Patrick McKusky at (213) 207-2231.

I. INTRODUCTION

Curriculum-based audiovisual media (VHS videocassettes, DVDs, and CD-ROMs) are available from the Audiovisual (AV) Media Library for loan to teachers and staff. This memorandum summarizes procedures for borrowing these instructional resources and announces the launching of the new online AV Media Library catalog and booking system.

II. AV MEDIA LIBRARY ORDERING OPTIONS

A. Option 1: Online Ordering for Users With an LAUSDnet Account

The AV Media Library is launching an online catalog and booking system on LAUSDnet. This new system enables teachers and other District staff with LAUSDnet accounts to search the AV Media Library catalog and book materials online. Users will be immediately notified of the availability of materials and will be able to pick them up at 1545 Wilshire Blvd. in approximately two days. To register for online use, complete the "Registration Form for Online AV Media Library Ordering" (Attachment A) and return it to the address indicated.

B. Option 2: Ordering Procedures for Those Without LAUSDnet Accounts

Ordering of AV Media Library materials is still available for staff without internet access. Users will be able to submit orders via school mail or fax. To set up an account using this system, users should complete the "Form for Offline Ordering of AV Media Library Materials" (Attachment B) and return it to the address indicated.

III. HOW TO OBTAIN AN LAUSDnet ACCOUNT

Since this online catalog and booking system is only available to those with LAUSDnet accounts, teachers are encouraged to obtain an LAUSDnet account. To assist those who wish to do so, an "LAUSDnet Application" (Attachment C) is included in this memo.

IV. ADDITIONAL PROCEDURES FOR BORROWING AV MEDIA LIBRARY MATERIALS

Regardless of whether orders are placed online or offline by fax or school mail, materials must be picked up and returned by the borrower to the AV Media Library downtown or to one of the satellites located at the LA-SI Math, Science, Technology Centers in San Pedro, West Los Angeles, and Van Nuys. Users will designate which location they will use when they place their orders. The pickup day for materials delivered to satellites is Monday. The Audiovisual Media Library address and hours are as follows:

Audiovisual Media Library
1545 Wilshire Blvd.
Second Floor
Los Angeles, CA 90017
(213) 207-2231
8:00 A.M.—5:00 P.M., Monday–Friday

Since the Online AV Media Library Catalog contains the most current information about titles that may be ordered, users are strongly encouraged to identify materials from this catalog regardless of whether they submit their orders online or offline via fax or school mail. The Online AV Media Library Catalog may be easily accessed from the LAUSDnet home page at www.lausd.k12.ca.us by going to the "Reference" menu and selecting "AV Media Library."

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LOS ANGELES UNIFIED SCHOOL DISTRICT
Information Technology Division

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ATTACHMENT A

REGISTRATION FORM
FOR
ONLINE AV MEDIA LIBRARY ORDERING
(Duplicate as needed)

AV Media Library users must be currently employed as teachers or staff of the LAUSD and must first have an LAUSDnet account with an LAUSD email address (Example: jdoe@lausd.k12.ca.us). Employees of LAUSD may obtain an LAUSDnet account by filling out the "LAUSDnet Application" contained in this memo (Attachment C).

I, the undersigned, agree to replace lost, stolen, or damaged materials borrowed by me from the AV Media Library. I am aware that actual replacement costs for audiovisual media materials range in price from \$30 to \$350.

Signature _____ Name (print) _____
Position _____ Employee # _____
Email address _____
Home phone _____ Cell phone _____
School or Office _____ Organization code _____
School/Office phone _____ School/Office fax _____

Users must use their LAUSDnet username (Example: jdoe) for access to the online AV Media Library. A random, six-digit number will be assigned as a user number and must be used as a password to log in to the online AV Media Library. Users may then change their passwords online. The AV Media Library will email user numbers to users after receipt of this form.

Items will be picked up and returned to (check one):

- 1545 Wilshire Blvd. Van Nuys Westside San Pedro

Materials may be borrowed for one week and must be picked up and returned by the borrower. Materials may be picked up at 1545 Wilshire Blvd. two days after orders are received. Materials for pick up and return at the Van Nuys, Westside, and San Pedro satellites will be available on Mondays and orders must be received on or before the previous Tuesday.

Deliver this form or mail it via school mail to the AV Media Library, 1545 Wilshire Blvd., Second Floor. You may also fax it to (213) 413-0956. For ordering assistance, call Patrick McKusky at (213) 207-2231.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Information Technology Division

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ATTACHMENT B

FORM FOR
OFFLINE ORDERING OF AV MEDIA LIBRARY MATERIALS
(Duplicate as needed)

AV Media Library users must be currently employed as teachers or staff of the LAUSD.

I, the undersigned, agree to replace lost, stolen, or damaged materials borrowed by me from the AV Media Library. I am aware that actual replacement costs for audiovisual media materials range in price from \$30 to \$350.

Signature _____ Name (print) _____
Position _____ Employee # _____
Email address _____
Home phone _____ Cell phone _____
School or Office _____ Organization code _____
School/Office phone _____ School/Office fax _____

Write the order numbers for the requested items in the spaces provided below (second or third choices are optional).

Order #1 1st choice _____ 2nd choice _____ 3rd choice _____
Order #2 1st choice _____ 2nd choice _____ 3rd choice _____
Order #3 1st choice _____ 2nd choice _____ 3rd choice _____
Order #4 1st choice _____ 2nd choice _____ 3rd choice _____
Order #5 1st choice _____ 2nd choice _____ 3rd choice _____

Date item(s) will be picked up _____

Items will be picked up and returned to (check one):

1545 Wilshire Blvd. Van Nuys Westside San Pedro

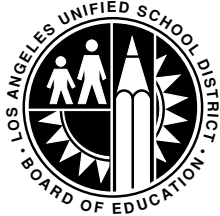
Materials may be borrowed for one week and must be picked up and returned by the borrower. Borrowers will receive a written confirmation of their order with the pickup date. Materials will be available for pickup at 1545 Wilshire Blvd. two days after this order form is received. Materials for pick up and return at the Van Nuys, Westside, and San Pedro satellites will be available on Mondays and order forms must be received on or before the previous Tuesday.

Deliver this form or mail it via school mail to the AV Media Library, 1545 Wilshire Blvd, Second Floor. You may also fax it to (213) 413-0956. For ordering assistance, call Patrick McKusky at (213) 207-3231.

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ATTACHMENT C



PLEASE DUPLICATE AS NEEDED

Los Angeles Unified School District LAUSDnet Application

(to be used for a new account or for reactivation of an old account)

(Applicants must be District Employees)

Have you applied before for an LAUSDnet account? **(YES) (NO)**

If **YES** when: _____ Login Name: _____ (if known)

This application may be used to request an LAUSDnet account for a District Employee.

Student accounts are issued under the auspices of a teacher. (Please call (213) 633-1244 for the Student account packet.)

LAUSDnet diskettes (Version 2 - *for older computers only*) with instructions for setting up and dialing into LAUSDnet are available at school sites or for download on the web. (http://www.lausd.k12.ca.us/laUSD/help_files).

No software is required for Windows 95, Windows 98, or MacOS 7.6 and above. Instructions are available on line at http://www.lausd.k12.ca.us/laUSD/help_files or at school sites.

For an LAUSDnet account, complete the following:

First Name *Last Name* *Employee Number*

Site Name *Location Code*

Work Phone

Your account will be sent via school-mail to the District location indicated to the right. Please accurately complete this information.	_____ <small>School / Office</small> <small>(Mail code if Elem. School)</small>
	_____ <small>Rm. Number (if applicable) and / or additional location information</small>

I understand that by accepting this LAUSDnet account, I agree to completely follow the LAUSDnet Acceptable Use Policy and that violation of the AUP will result in the termination of this account or other disciplinary actions by the District.

Signature of Applicant Date



Please return this form via school mail to:

Or FAX the completed form to:

**Information Technology Division
Systems Software and Security Branch
Standards and Procedures, 10th Floor**

(213) 241-8999

No cover page required