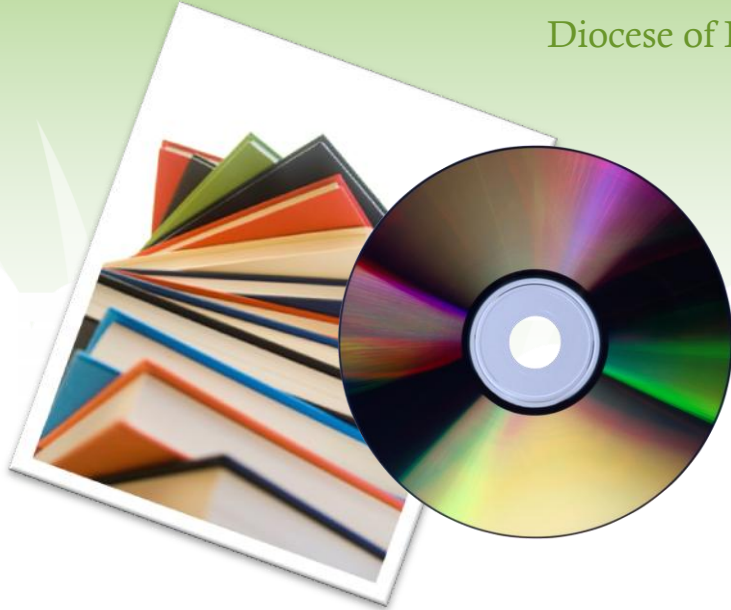


The
Media Center

Diocese of Fresno



Information

Media Center Hours:

Monday-Friday
8:30 a.m. – 4:30 p.m.
or by appointment

1550 North Fresno Street
Fresno, CA 93703-3788

How can the Media Center help my ministry?

The Media Center provides additional support and materials not available at your parish for use in ministry programs. If you are a pastor, priest, deacon, catechist, catechetical leader, Catholic schoolteacher, youth minister, prayer group leader, liturgy director, etc. you will have books, videos, DVD's and CD's available.

PAY AS USED

N/A

Rental charges are applied to those wishing to use the media center on an occasional basis. Rentals are based on a two-week time frame.

INDIVIDUAL/GROUP

\$40

For individuals not affiliated with parishes or diocesan groups. Includes unlimited two-week free rental. All shipping is optional and extra.
(Upon Approval Only)

UNLIMITED USE

\$150

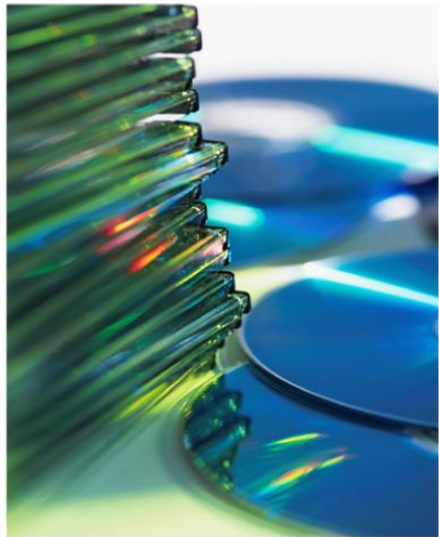
Includes unlimited two-week free rental with no shipping. All shipping is optional and extra.

ONE-WAY SHIPPING

\$220

Includes unlimited free two-week rental and shipping to one parish or school address only.

Commonly Asked Questions



WHY DO I STILL NEED TO FILL OUT A FORM IF I DON'T WANT TO PURCHASE AN ANNUAL MEMBERSHIP?

In the past, parish staff indicated that their parish had paid for an annual membership when we had not received a membership payment. We later billed the parish for an annual membership. **TO AVOID ANY UNEXPECTED BILLS, PLEASE FILL OUT THE FORM AND INDICATE THAT YOU WISH TO PAY AS YOU GO.** We can then show parish staff what option your parish has elected.

WHY IS THERE A FEE?

The fees help off-set the cost of purchasing new books, DVD's, CD's, equipment, shipping, and the general running of the Media Center Library.

MY PARISH ALREADY HAS ITS OWN LIBRARY, WHY SHOULD I BUY A MEMBERSHIP?

The Office of Ministries receives newly published materials from many publishing companies and you can preview newly released resources without purchasing them. Many parishes cannot afford to purchase resources and your membership will help subsidize the purchase of resources used by parishes that cannot afford their own library. The more parishes sign up, the lower the annual cost to each parish will be next year.

WHO CAN USE THE MEMBERSHIP?

Anyone from your parish that you authorize and list on the Borrower Form can use your annual membership. Borrowers must present identification. Catholic schoolteachers and staff connected with a parish are included in the membership. If a parish does not sign up, Catholic schools may purchase their own membership (please check with your parish to see if they will be purchasing a membership). Catholic High Schools must purchase their own membership. The authorized borrower list can be updated at anytime throughout the year.

HOW DOES SHIPPING WORK?

We will ship one way using United Parcel Service. UPS tracks all packages shipped. If you have not purchased a shipping membership, you will be invoiced for shipping costs. Members are responsible for return shipping costs regardless of membership type. We are looking into two-way shipping in the future.



Diocese of Fresno -Office of Ministries -Media Center Form

TO AVOID CONFUSION REGARDING THE WAY YOUR PARISH WISHES TO HANDLE MEDIA REQUESTS, PLEASE COMPLETE THIS FORM, REGARDLESS OF YOUR INTENDED USE OF THE MEDIA CENTER.

Parish/School/Group/Name	
Shipping Address	
City/Zip Code	
Contact	
Phone Number	()
Contact E-Mail Address	

MEDIA CENTER MEMBERSHIP PLANS (please check one):

- Pay as Used**
Rental charges are applied to those wishing to use the media center on an occasional basis. Rentals are based on a two-week time frame. Resource Rental is \$3.00 per Video, DVD, or CD. Books are \$1.00.
- Individual Membership/Diocesan Groups \$40**
Must be approved by the Office of Ministries Director. For individuals such as Chaplains, diocesan cultural groups, or diocesan recognized groups that wish to purchase a membership to support their ministry. Individuals must first check with their pastor to be added to their parish membership. Includes unlimited two-week free rental. All shipping is optional and extra.
- Unlimited Use with no Shipping \$150**
Includes unlimited two-week free rental. All shipping is optional and extra.
- Unlimited Use with One-Way Shipping \$220**
Includes unlimited free two-week rental and shipping to one parish or school address only.

- **No half-year membership will be offered. Memberships will be “per-year” only.**
- **Overdue items accrue at \$1.00 per day late fee per each item.**
- **Unlimited refers to unlimited access of library with no fees.**
- **Only 6 items can be checked out at one time.**

Please indicate on the back of this sheet persons authorized to use your Media Center Membership.

I have read the membership responsibilities and information. I understand the plan that my parish/school has chosen and agree to the necessary charges for such. I understand any lost or damaged materials are the responsibility of this parish/school.

Signature

Date

OFFICE USE ONLY

DATED:

ACCT: MEDIA

CHECK #

CONTRACT TERMS:

Diocese of Fresno - Office of Ministries
Media Center Borrower Form

Name	Position
Example: Rev. Adam Smith	Pastor
Mr. John Smith	Parish Member

***Additional changes can be made throughout the year.**

MEDIA CENTER POLICIES

Check Out

- An individual may use up to six (6) resources for a period of 2 weeks.
- If an individual needs to keep the resources longer than the due date, please call the Office of Ministries.
- If an individual has any overdue resources, no further check-out is allowed until all are returned and any fees are paid in full.
- The individual checking-out the resources is responsible for all late return charges at a rate of \$1.00 for each resource per day after the due date.
- U.P.S. shipping charges are the responsibility of the individual.
- Please return all resources in person or by U.P.S. only.
- Do not return resources by Regular U.S. Postal Service.

Rental Fees- If your parish does not have a Membership

- \$3.00 each per Video, DVD, or CD
- \$1.00 each per Book

Library Hours

- Monday — Friday
- 8:30 A.M. — 4:30 P.M.
- Or by appointment.

Roman



Catholic

Diocese of Fresno

Office of Ministries



MEDIA CENTER

Office of Ministries

1550 N. Fresno Street
Fresno CA 93703
(559) 488-7474

Media Center Wish List

Utilizing the wish list will help us provide the resources needed to create a successful ministry. We hope you'll find the Media Center helpful in your ministries and spiritual formation.