

Diocese of Joliet Religious Education Office

Media Center

“Where Faith Formation and Media Meet”

2008-2009 Membership Services

* dvd * video * equipment * books * consulting *



Diocesan Catechetical Media Center

Diocese of Joliet Religious Education Office
430 North Center St., Joliet, Illinois 60435

www.dioceseofjoliet.org/reo/mediaservices.asp

Media Librarian: Jeanne Pirc

jpirc@dioceseofjoliet.org

(815) 727-6411, ext. 267

Media Center Hours:

Mon-Thurs.: 8:00 a.m.-4:30 p.m.

Fri.: 8:00 a.m.-1:00 p.m.

The Diocesan Catechetical Media Center serves the mission of religious education and lifelong faith formation by providing rentals in three categories: books, videos, and equipment. In addition, the Media Center can help catechetical leaders find appropriate and creative ways to use media in their ministry work with children, youth, young adults, and adult faith formation. The Media Center is available to all parishes and schools within the Diocese of Joliet through registration in an annual membership (two types are currently offered: pay-as-used membership and an unlimited rental membership). Please consider the Media Center as a great resource at your hands today.



Diocese of Joliet Religious Education Office

Media Center



MEDIA CENTER CONTRACT

IT IS ADVISABLE TO COMPLETE THIS FORM OR CONTACT THE MEDIA CENTER REGARDLESS OF YOUR INTENDED USE OF THE MEDIA CENTER, TO AVOID CONFUSION REGARDING THE WAY YOUR PARISH WISHES TO HANDLE MEDIA REQUESTS

MEDIA CENTER PLAN (please check one):

- PAY AS USED MEMBERSHIP** is open to all parishes in the Diocese of Joliet. Rental charges are applied to those wishing to use the media center on an occasional basis. Rent is \$4.00 per video-one week rental **plus** shipping charges if applicable.
- UNLIMITED USE - \$115.00**
Unlimited one week free rental - all shipping is optional and extra.
- ONE-WAY SHIPPING - \$260.00**
Includes unlimited free one week rental and shipping to **one** parish address only.
If UPS pick up is desired: contact the Media Center.
- TWO WAY SHIPPING/TOTAL USE - \$360.00**
Includes unlimited free one week rental and all shipping (to and pick up from) **one** agreeable shipping address only.

PARISH _____

SHIPPING ADDRESS _____

CITY-STATE-ZIP _____

CONTACT _____

()
PHONE _____

CONTACT EMAIL ADDRESS _____

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

Check(s) must accompany this form to finalize contract with media center for the new year.

The center membership year begins July 1 and ends June 30 of the following year.

SIGNED BY:

DATE

OFFICE USE ONLY

DATE RCVD:

CHECK #

ACCT: MEDIA

CONTRACT TERMS:

No half-year memberships will be offered. Membership will be "per-year" only.

Diocese of Joliet * Religious Education Office * Media Center

430 N. CENTER STREET, JOLIET, IL 60435

PH 815/727-6411 FAX 815/722-7361

FAX, MAIL OR PHONE ORDER FORM FOR MEDIA

INSTRUCTIONS FOR ORDERING

Remember to order one week in advance of showing. It is best to order from the media catalog.

When ordering give the following information:

Series: If the catalog indicates that the video is part of a series, list the series title.

Title: List the specific title of the video(s) being ordered.

Bar Code: List the identification number which appears in parenthesis under the title i.e. (CV 0099)

INSTRUCTIONS FOR SHIPPING

Listing the video show date insures that videos arrive on time.

Listing the return date allows for scheduling other users.

Return videos may be put into the mail slot, making sure they drop into box inside.

Call for an extension of time if necessary. Overdue videos restrict the viewing plans of other users.

Before using this form, be sure that the media center knows which membership plan you have selected. Call if you are unsure.

PARISH _____	MEMBERSHIP PLAN
CONTACT _____	SHIPPING INVOLVED-ONE-WAY/TWO WAY
PHONE (_____) _____	

VIDEO NAME/SERIES
SHOWING DATES NEEDED: Beginning on _____ Ending on _____

VIDEO BAR CODE

VIDEO NAME/SERIES
SHOWING DATES NEEDED: Beginning on _____ Ending on _____

VIDEO BAR CODE

VIDEO NAME/SERIES
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