

## Learning Resource Center – Faculty Resources FAQ's

How do I.....

- Order DVDs & Videos to support my program/course?
  - AV Purchasing Procedures – stored on o://share/kcc/facultyhandbook
  - AV Firm Order/Preview Form - stored on o://share/kcc/facultyhandbook
  - Timeline note: The order/delivery/preview process can take up to four months. To order items for use in the spring, submit orders in August or September. To order items for use in the fall, submit orders in January or February. Ordering for a fiscal year ends in March.
- Deal with Copyright - How do I know if I need copyright help?
  - The Fair Use Checklist (linked below) helps you determine if the use of a paper, web page, article, video clip, etc. falls under fair use.
  - If an item does not fall under fair use, contact Karen Becker (x8405) or Donna Smith (x8402) for assistance.
  - <http://www.kcc.edu/FacultyStaff/resources/copyright/Documents/copyrightchecklist.pdf>
- Get a DVD/video delivered to the department office?
  - LRC Video Request and Delivery stored on o://share/kcc/facultyhandbook
- Receive a current journal in my office?
  - Please call the circulation supervisor at x8400 to be added to a routing list.
  - The periodical will be routed to the 1<sup>st</sup> person on the list.
  - When each person is finished with the periodical they simply route it to the next person on the list.
  - The last person on the list routes it to the LRC.
- Request Interlibrary Loan?
  - Procedures for Interlibrary Loan - stored on o://share/kcc/facultyhandbook
- Request library instruction?
  - Procedures for requesting library instruction and tours - stored on o://share/kcc/facultyhandbook
- Request the use of a DVD/Video player?
  - Requesting use of Video Players - stored on o://share/kcc/facultyhandbook
- Suggest a title be purchased by the LRC? Send email to [kbecker@kcc.edu](mailto:kbecker@kcc.edu)