

## IMC Guidelines

Please look over the information below. There have been some changes, especially in how to place orders. Please contact me with any further questions regarding IMC procedures.

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### How do I search the IMC catalog?

- Go to the USD 231 website [www.usd231.com](http://www.usd231.com)
- Select Employee Resources on the left
- Locate the **IMC (Instructional Media Center)** link under Instructional Resources

### How should an order be placed?

- **All requests should be sent utilizing the [IMC request form](#) (located on the IMC page)**
- You will receive a message letting you know that your order was submitted.
- If an item is unavailable, we will notify you by email.
- If you do not hear from us, you can assume that the order is being processed.

### How long will it take to receive an order?

- Please provide **one week's notice** to guarantee that you receive your items on time.

### When are my items due?

- Please return videos as soon as you are finished. There are often people waiting on these videos.
- Please return your trade books when your class is finished with them. These are often checked out for a month to six weeks at a time.

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### How do we request new materials for the IMC?

- To request a new book or video, please refer to the [Resource Request Guidelines](#).
- If you are requesting a new book or video, you must fill out the district [Resource Request Approval Form](#) and follow the procedures. Ed. Services will notify the IMC when items are approved for purchase.
- Additional requests for materials or equipment that does not fall under the Resource Request Guidelines should be sent directly to the IMC Coordinator. Requests will be reviewed and orders submitted based on the funding available. All staff will be notified via email when new materials have arrived and been added to the IMC collection.
- Not all requests will be filled each year as the IMC runs on a limited budget. Requests, however, are kept from year to year, and even if a request is not purchased one year, it may still be purchased in the future.

### Trade book check out policy:

Teachers should check out books to students by book number using the trade book checkout form sent to you via email. Be sure to examine books for damages upon their return to the IMC. Fees may be set for lost/damaged books. Books have been sent in good condition and are expected to be returned in the same condition. If a student loses or damages a book, he or she will then be charged for the replacement copy.

Any teacher who has checked out materials from the IMC is responsible for gathering and returning all items. For instance, if you place an order for your team, the teacher ordering the materials is in charge of making sure they are all returned.