

Multicultural Resource Center Inter-district Delivery Service Guidelines

While visiting the MRC is always your best option for checking out resources, we understand that schedules and distances do not always permit this. This year the MRC will be offering limited delivery service from the MRC to set points in our suburban partner districts. Deliveries will occur on alternate Tuesdays, one week for southern districts and the other for northern.

See below for a list of delivery points and schedules.

The following is a list of understandings and expectations for using the service:

- Patrons (and their district) are liable, per the lending agreement, for items once they leave the MRC until they return. Be sure that items are left in the secure, designated delivery/pick-up points and packed properly.
- Many of the items at the MRC are in high demand. The trunks, in particular, are scheduled tightly. The general check out period for items at the MRC is for two weeks. Unless you have requested and received confirmation that you have been granted an extended check out, you must have the item ready for pick up by the following scheduled date. If you fail to do so, you will be responsible for returning the item(s) to the MRC yourself in a timely manner (within a day or two).
- If you will be picking up the items, but returning them via the delivery service, please note this to the MRC staff and be sure that you have the proper bag or container and label for doing so.
- **Requests must be made by noon the day before your delivery date.**

Delivery Routes, Contact Persons, and Schedules:

Southern Districts:

IGH—Bert Schlossburg, IGH Schools, 2920 80th St., Inver Grove Heights
WSP—Heather Lopez, Pilot Knob Elementary, 1436 Lone Oak Rd, Eagan
SWC—Lynn Deiman, ISD 833, 7362 E. Point Douglas Rd., Cottage Grove
SSP—Mike Funk, South St. Paul District Office, 104 5th Ave. So., South St. Paul

Delivery Dates: 9/8, 9/22, 10/6, 10/20, 11/3, 11/17, 12/1, 12/15, 1/5, 1/19, 2/2, 2/16, 3/2, 3/16, 3/30, 4/13, 4/27, 5/11, 5/25, 6/8

Northern Districts:

MAH—Anne Capeder, District Office, 1520 Mahtomedi Ave, Mahtomedi
STIL—Tara Heying/Eric Anderson, Stillwater District Office, 1875 South Greeley St., Stillwater
ROS—Shawn Stibbins, The Office of Equity and Integration at Fairview Community Center, 1910 County Rd. B. West, Roseville
WBL—Graciela Hammeken, WBL Schools, Office of Teaching and Learning 4855 Bloom Ave., WBL
SLP—Tori Jensen, Spring Lake Park HS, 8001 Able Street NE, Spring Lake Park

Delivery Dates: 9/15, 9/29, 10/13, 10/27, 11/10, 11/24, 12/8, 12/22, 1/12, 1/26, 2/9, 2/23, 3/9, 3/23, 4/6, 4/20, 5/4, 5/18, 6/1

**No deliveries 12/29 due to winter break.*

SPPS staff may use school mail or the Storehouse for delivery.

Multicultural Resource Center Catalog Search & Checkout Procedures

The Multicultural Resource Center (MRC) is located in Arlington High School, 1495 Rice Street, (at Nebraska, between Maryland and Wheelock) St. Paul, 55117. Jenny Eisele, MRC Coordinator, is available at 651-487-7335 or mrc@spps.org . Multicultural resources (books, videos, trunks, mini-trunks, art, objects, etc.) are available for in-building use or checkout to staff in EMID member districts.

New this year...SPPS and suburban staff can access the MRC catalog from school and home using the link <http://mylibrary.spps.org> .

First time users please complete the Multicultural Resource Center Lending Agreement found at http://mrc.spps.org/Check_Out_Policies.html . Download and complete this PDF form and fax to the MRC at 651-487-7330 to set up your borrowing account

How to Search the MRC Catalog:

1. Click on: <http://mylibrary.spps.org>
2. Click **Yes** accepting the certificate on the Security Alert box (you may not get this message).
3. Click on **Multicultural Resource Center** on lower right side of page under the District Media Center heading.
4. Click on **Yes**, accepting the certificate on the Security Alert box (you may not get this message).
5. The screen opens to the Library Welcome page. Click on the **Catalog** tab. To search the catalog, fill in your subject, title, or keyword in the search screen and click on the appropriate search button.
6. You can learn more about the title and availability by clicking on **Details**.
7. When you find a title you are interested in, click on the **Add to this List** at the right side of the instructional item entry.
8. When all items are selected, go to the icon labeled **Resource Lists** on the left side of the page and click on **My List** and **View** to review the items you would like to check out.

How to Checkout an MRC Resource:

1. Click on **Printable** and print out and bring into MRC or, to use the delivery service, copy and paste your list into an e-mail message and send to mrc@spps.org. Your name, school and phone number must be included in the e-mail.
2. Please know that all items are not currently in the catalog. If you are interested in other items, please mention this in your email, along with the topic of study and staff will get back to you as to whether there are additional items available.
3. MRC staff will reply with information about item availability. Materials will be delivered to the designated point in your district on the next scheduled delivery. Check with your district contact person to find out if you need to pick up the items or if they will be delivered by your district mail service. SPPS staff may have items delivered via school mail or the storehouse.
4. Materials may be checked out for a two-week period. Check out may be extended for two additional six-week check-out periods, unless there is a wait list for the item. Trunks should be reserved. Call ahead to 651-487-7335.
5. The Multicultural Resource Center will keep track of items checked out and contact the patron and/or building principal if items are not returned on schedule.