To Be the Link Between CIS and Your Building:

- Receive and distribute materials and paperwork to teachers (most paperwork is emailed directly to the teacher).
- Notify CIS of staff changes in your building (this is mostly done by editing the client list we send out in September).
- Assist CIS staff in contacting teachers who don't respond to overdue notices.
- Share information from CIS on changes in service, new opportunities, etc.

Paperwork - and What to Do With It...

- **Packing list** - Use to make sure you received all the materials we sent. If packing list and materials don't match, please let us know right away.

- **Overdue notices** - Will be sent directly to the requester via email. After 5 notices, a letter will be sent to the building principal asking for help retrieving the material. If the materials are not returned, your district will be billed for the material. Once the bill is sent, we start the replacement process and cannot offer refunds for found materials. Please note that our booking system automatically blocks shipments to teachers with more than 2 items overdue for more than 4 days.

- **Notices of materials missing from kits** – Will be emailed to the requester. A notice is sent as soon as the kit is returned with items missing. After 3 notices (sent weekly), the principal is notified. The district is billed if the materials are not returned.

- **Catalogs** - Our catalog is located on the Web at [http://snap.moboces.org](http://snap.moboces.org). It is updated daily now. We do not have a paper catalog; we recreated mediographies (mini-catalogs of materials on certain subjects). They can be found under “Resource Lists” and then “Public Lists”.

- **Client list** - We will send in September. Please make changes on it to notify us of staff changes in your building. If staff has moved from another building, make a note so that we can move their account. A revised list will be sent for your use.

- **Envelopes** - CIS has 5x7 brown envelopes with your name on them that we use to send your paperwork. Please empty them and simply drop the envelope back in the BOCES bag. You may use them to send materials back to us. You don’t need to change the address on the outside. The courier will bring them back to us. **DO NOT** use them for other purposes. **Even if you re-address them to someone else**, the courier will return them to us anyway. Please do not write on the envelopes.
How Do Staff Find Out What CIS Has to Offer?

- MOB (Madison Oneida BOCES Media Catalog) on the Web - http://snap.moboces.org
- Newsletter: Media Messages available online at
- Visits and/or displays by CIS staff at your school. Contact Susan LeBlanc or Cathi Brewer to arrange.

How to Schedule Materials

- Book online at http://snap.moboces.org – Instructions are available by clicking on help on the toolbar or at our CIS webpage www.moboces.org/cis, then click on “Media Catalog” in the left margin.
- To book materials for an extended time period or if you have difficulties with the online booking, please call 361-5665 or use emails below.

Student Access

We encourage you to show your students how to use the streaming resources in the media catalog. Students cannot request physical media but we hope that they use the streaming audio, video and eBooks to extend their learning and to integrate into projects. There is a building-wide username and password for each school. (The username is the standardized one used for databases in your building.) Your school librarian can supply.

Site Collections

Timely Topics - Seasonal, high demand titles for elementary teachers. Sent automatically to the elementary school libraries four times per year. Please tell teachers the materials are available (usually in your library). Return them when indicated with usage statistics if possible.

CIS Staff

Jan Frink – Library Clerk – contact with questions about booking, extensions, client lists, laminating or missing materials. Email: Jfrink@moboces.org 315-361-5665 (Jan comes in at 7:30am.)

Cathi Brewer - Media Librarian - contact with suggestions for purchases, questions about streaming, questions about content, help in locating appropriate material, previews or presentations on our materials. Email: cbrewer@moboces.org 315-361-5661.

Susan LeBlanc - Coordinator - contact with training requests and concerns and compliments about anything. Email: sleblanc@moboces.org 315-361-5663.

Office hours: 8:00 am – 4:30 pm Monday-Friday. We are open twelve months.