

**SCHOOL LIBRARY MEDIA PROGRAMS
YELLOW PAGES 2009-2010**

Service	Person to Contact	Phone Numbers	Instructions/Details	e-mail/Web Link
AV Equipment	Vince Pati, Technical Services and Support	301-279-3102	AV Bid contract, specifications, warranty, etc.; Equipment replacement program/budgeting (3-year rotating plan); AV equipment for Portable Classroom program/budgeting; New and modernized schools-Instructional equipment guidelines, planning, ordering; laptop repairs.	Vincent A Pati@mcpsmd.org
AV Equipment Loan	Trent Pitts, Technical Services and Support	301-279-3540	Contact Mr. Pitts to borrow specialized AV equipment (e.g. LCD projectors) from room #59, CESC.	Trent D Pitts@mcpsmd.org
AV Equipment Repair	Electronics Repair Shop		Contact your Building Services Manager to submit an online work order for repair of audiovisual and classroom television equipment in your school. If you do not currently have an access code of your own, e-mail Richard Ide to request an access code for the Maximo work order system. Submit separate work orders for each piece of equipment as soon as equipment needs repair. Include: make; model; serial number (MCPS barcode number is optional); and a clear, concise description of the problem.	http://maximo.mcpsmd.org:7001/jsp/common/system/login.jsp
AV Equipment Replacement	Vince Pati, Technical Services and Support	301-279-3102	AV equipment replacement is on a 3-year, rotation basis. Questions or concerns should be directed to Technical Services and Support. The only exception is for schools being completely renovated. In that case they would be automatically receiving new AV equipment.	Vincent A Pati@mcpsmd.org
Barcodes	Jeff Hawkins, Media Processing Services	301-279-3122	Call or e-mail Mr. Jeff Hawkins to receive additional barcodes.	Jeffrey S Hawkins@mcpsmd.org
Bookbinding (rebinding)	Bonnie Butt, Supply and Property Management	301-279-3346	Book Binding Contract—Schools who require book binding services need to follow the procedures for the DMM bookbinding "Guarantee Program." Schools now have the option to purchase CopiCover Text for an additional cost of \$.60 per book. CopiCover Text is a color copied cover of the original front cover. Information regarding the bookbinding procedures are explained in the memorandum to principals which goes out in May each year. Please watch for this memorandum and request a copy for your media center. You are advised to rebind only those books that are essential to your program and cannot be replaced another way.	Place an Order for Bookbinding Services
Camera Repair-Not Under Warranty	Vendor		One suggested resource to identify a vendor for repair services is the Technology Products page on the MCPS Web page.	Technology Products
Camera Repair-Under Warranty	Help Desk	301-517-5800	Only if camera is under warranty.	help_desk@mcpsmd.org

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Cataloging	Maria Mondell, Media Processing Services	301-279-3122	Call or e-mail Ms. Maria Mondell.	Maria_Mondell@mcpsmd.org
Certification (State), Local MCPS Contingencies and Salary Advancement	Sandra Sengstack, Certification Unit	301-279-3111	Call or e-mail Ms. Sengstack concerning questions about state certification, local MCPS contingencies, and salary advancement at Department of Recruitment and Staffing-Certification Unit, 7361 Calhoun Place, Suite 401, Rockville, MD 20855. Address Interoffice mail to Metro Park North/Certification Unit.	http://www.montgomeryschoolsmd.org/departments/personnel/generalinfo/staffing.shtm
Collection Development	Marjorie Geldon, Evaluation & Selection	301-279-3272	Library media specialists register for monthly meetings via Professional Development Online. For more information contact Marjorie Geldon.	Marjorie_b_gledon@mcpsmd.org
Computer Hardware Maintenance (see also Unicenter)	Help Desk	301-517-5800	Contact Help Desk via the Unicenter Services Desk (USD) or e-mail for all computer hardware repairs, problems with student applications, phones, passwords and any other technical problems. (See Unicenter Services Desk for more information.)	help_desk@mcpsmd.org
Controversial Materials	Marjorie Geldon, Evaluation & Selection	301-279-3272	Contact Evaluation and Selection (E & S) to determine how to address concerns about controversial materials.	http://www.montgomeryschoolsmd.org/departments/media/programs/aboutes.shtm
Copyright Updates	Joan Torrella, Evaluation and Selection	301-279-3272	Check EPIC to determine if a new version of a textbook has been published and approved. If not, contact the content coordinator/supervisor to request a copyright update.	Joan_Torrella@mcpsmd.org
Curriculum Guides/Instructional Guides	Curriculum Archive Resources	http://www.montgomeryschoolsmd.org/departments/development/resources/curriculum_archive/	To receive a copy of an instructional guide, e-mail request to link. Please include the following information: name and title; school name; content area of guide needed; which quarter and/or unit needed; number of copies needed. For more information go to the Curriculum Archive Link.	instructionalguidesrequest@mcpsmd.org
Curriculum Integration Questions-Elementary	Brenda Anderson, School Library Media Programs	301-279-3373	Contact Ms. Brenda Anderson with questions and/or ideas concerning information literacy and the integration of these skills into the content areas.	Brenda_D_Anderson@mcpsmd.org
Curriculum Integration Questions-Secondary	Myra Paul, School Library Media Programs	301-279-2052	Contact Ms. Myra Paul with questions and/or ideas concerning information literacy and the integration of these skills into the content areas.	Myra_A_Paul@mcpsmd.org
DAE (Database of Accountable Evaluations)	Evaluation and Selection staff	301-279-3272	The Database of Accountable Evaluations (DAE) is a searchable database which assists MCPS staff in the location of previously evaluated materials and is used by media specialists to complete evaluations.	http://dmmweb.mcps.k12.md.us/dae/dae_home.asp

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DE Streaming™	Lori Miller, Technology Consulting and Communication Systems Team	240-314-2266	Call or e-mail if you have questions about DE Streaming™. You can also contact our local rep, Mr. Matt Monjan 301-272-2646 if you need your school's pass code.	http://streaming.discoveryeducation.com/index.cfm
Discards (See Surplus)				
Homework Hotline	Cable Channel 33	301-279-3234	Live, call-in show for students who need help with homework. Begins in October on Tuesday, Wednesday, and Thursday, 4:30-6:00pm.	http://www.montgomeryschoolsmd.org/departments/itv/ITV_Programs_HHL.shtm
Instructional Materials	Joan Torrella, Evaluation and Selection	301-279-3272	Check DAE to determine if an instructional material has been evaluated. If being ordered by a media specialist a DAE with 2 signatures can be completed. If being ordered by another professional, an MCPS Form 365-25 is completed and sent with 2 signatures to Joan Torrella.	Joan_Torrella@mcpsmd.org
Inventory Scanners (to borrow)	Jeff Hawkins, Media Processing Services	301-279-3122	Call or e-mail Mr. Jeff Hawkins.	Jeffrey_S_Hawkins@mcpsmd.org
ITV Productions	Dick Lipsky, Instructional Television	301-517-8194	Call or e-mail Dr. Lipsky for information about MCPS ITV Production.	Dick_Lipsky@mcpsmd.org
ITV Programming	Jacqueline Streets	301-279-3156	Contact by phone or e-mail.	Jacqueline_Streets@mcpsmd.org
Laptop Computer Repairs	Technical Services and Support	301-279-3102	Room #62 -- It is not necessary to call the Help Desk! You must bring the laptop and all accessories to CESC room 62.	Vincent_A_Pati@mcpsmd.org
Library Catalog Search Questions	Maria Mondell, Media Processing Services	301-279-3122	Call or e-mail Ms. Maria Mondell.	Maria_Mondell@mcpsmd.org
MCPS Information	Cable Channel 34 or MCPS website		School closures, MCPS Board Meetings, press conferences, and other current information are on Channel 34 or the MCPS website.	http://www.montgomeryschoolsmd.org/
MDK12 Digital Library	Gail Bailey, School Library Media Programs	301-279-3215	Contact Gail Bailey if you have questions about the MDK12 Digital Library	Gail_C_Bailey@mcpsmd.org
Non-Print cataloging Assistance	Barbara Cavanaugh, Media Processing Services	301-279-3122	Call or e-mail Ms. Barbara Cavanaugh.	Barbara_A_Cavanaugh@mcpsmd.org
Off-Air Recordings	Jay Henley, Video Services	301-279-3906	Complete MCPS Form #365-28 which can be accessed in PDF format from the MCPS website.	http://www.montgomeryschoolsmd.org/departments/forms/pdf/365-28.pdf

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Online Services – Technical Support	1.Help Desk 2.Vendor 3.Marjorie Geldon	1. 301-517-5800 2. Varies 3. 301-279-3272	1. For problems that are due to MCPS hardware or the network, fill out a Unicenter request or if it is an emergency call the Help Desk. 2. For problems not caused by MCPS hardware or the network for products purchased by a school, contact the vendor. 3. For problems not caused by MCPS hardware or the network for products purchased centrally, e-mail or call Marjorie Geldon	http://uspsd.mcpsmd.org/CAisd/pdmweb.exe
Ordering or Account Information for Library Materials	Susan Clinesmith Media Processing Services	301-279-3122	Call or e-mail Ms. Susan Clinesmith	Susan_Clinesmith@mcpsmd.org
Periodicals, evaluation of	Teresa Kasper	301-279-3272	Check EPIC and/or DAE for periodical approvals. If not approved, the professional who will be using the periodical evaluates it. A teacher would complete an MCPS Form 365-25 to evaluate a periodical and send it to Evaluation & Selection with 2 signatures. A media specialist would complete a DAE.	Teresa_Kasper@mcpsmd.org
Preview Print Materials	Teresa Kasper, Evaluation and Selection	301-279-3272	Contact Ms. Teresa Kasper to request preview copies of library books.	Teresa_Kasper@mcpsmd.org
Professional Library	Janet Biggs, Curriculum Librarian	301-279-3227 (The Universities of Maryland at Shady Grove Library 9636 Gudelsky Drive Education Building III)	Monday - Thursday 8:00 am–10:00 pm Friday 8:00am–8:00pm Saturday 9:00 am–7:00 pm Sunday* Noon–10:00 pm *Please note: Circulation (including Reserves) and Reference Services are NOT available after 4pm on Sundays. Please return books to the Book Drop when circulation services are not available.	http://www.montgomeryschoolsmd.org/departments/media/professional/
Security Gate Repairs	Mike Price Electronics Repair Shop	301-670-2235	Submit a work order. Be sure to have type of system and describe the problem. Submit as you would any work order.	http://www.montgomeryschoolsmd.org/departments/maintenance/ShadyGrove/IndustrialEquipment/index.shtml
Spectrum	Jean Sherer	301-279-3195	Contact the Help Desk via the Unicenter for procedures and technical problems with the circulation system or contact Dr. Jean Sherer via e-mail.	http://uspsd/caisd/pdmweb.exe

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Status of FMS POs & Incorrect or Damaged Items	Teresa Riner or Paulette Christoph	301-279-3122	Call or e-mail Ms. Teresa Riner or Ms. Paulette Christoph.	Teresa_D_Riner@mcpsmd.org Paulette_L_Christoph@mcpsmd.org
Surplus Equipment	John Ricketts, Supply and Property Management	301-279-3245	Any equipment purchased with MCPS funds that have been declared "surplus" will be picked up twice in the school year. See the calendar sent by the Dept. of Materials Management to the principal and secretary at your school for the schedule. You must send an itemized list of all the surplus items with their MCPS barcodes via e-mail to John Ricketts, PRIOR to pick up.	John_Ricketts@mcpsmd.org
Surplus Furniture	Giles Benson, Supply and Property Management	301-279-3348	Request needs to be in an e-mail to Mr. Benson from the principal saying what they are looking for and the need. Mr. Benson will put on a surplus list. Mr. Benson automatically sends that they have, as soon as they have it.	Giles_Benson@mcpsmd.org
Surplus Textbooks and Library Books	William Cook, Supply and Property Management	301-279-3347 301-279-3804	Any textbooks and library books purchased with MCPS funds that have been declared "surplus" MUST be sent to Supply and Property Management. Box them up, label them "Surplus," identify the contents, i.e., books, materials, etc., and address to William Cook, Supply and Property Management. See the calendar sent by the Dept. of Materials Management to the principal and secretary at your school for the schedule.	William_J_Cook@mcpsmd.org
Technology Products (computers-desktops, laptops, printers, monitors, and peripherals)	Department of Materials Management Technology Products		All computer purchases must be made through the MCPS bid list in order to receive MCPS technical support. Go to the DMM website to view a list of what is currently available for purchase.	http://www.montgomeryschoolsmd.org/departments/techproducts/computers/
Technology Products (software)	Jenny Skoda, Division of Technology Innovation	240-632-7710	Division of Tech Innovation will help with software for extra computers purchased thru the MCPS bid list. Contact Jenny Skoda for help with specific titles.	Jenny_Skoda@mcpsmd.org
Television Studio	Unicenter Service Desk (USD)	301-517-5800	Contact the Help Desk via the Unicenter Service Desk to request technical assistance with the operation, maintenance, or repair of TV studio equipment. Include information on the nature of the problem and current use of the studio or future plans for the studio.	http://usdit-app/CAisd/pdmweb.exe

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Textbook/Workbook Approvals	Joan Torrella, Evaluation and Selection	301-279-3272	Check EPIC to determine if a textbook or workbook has been evaluated. If you have questions about possible pending status, contact Joan Torrella. If a textbook or workbook has not been evaluated, contact the content coordinator/supervisor for more information concerning this process.	Joan_Torrella@mcpsmd.org
Unicenter Service Desk (USD)			In secondary schools, contact the school-based user support specialist for all computer hardware repairs, problems with student applications, phones, passwords, and any other technical problems. In elementary schools, contact the Help Desk via the Unicenter Service Desk. Each elementary school principal has been provided a username and password to view requests. Open requests for modification by logging on with your MELT ID and employee number.	http://usdit-app/CAisd/pdmweb.exe
Video Duplication	Jay Henley, Video Services	301-279-3906	Complete MCPS Form #365-28 which can be accessed in PDF format.	http://www.montgomeryschoolsmd.org/departments/forms/pdf/365-28.pdf
Video Services Booking	Karen Trammel, Video Services	301-279-3101	Complete MCPS Form #365-37 which can be accessed in PDF format.	http://www.montgomeryschoolsmd.org/departments/forms/pdf/365-37.pdf