Procedures for Ordering Materials
Teacher Resource Center
C.F. Taylor Administrative Center

1. Materials can be ordered by: completing an order form and sending by the courier mail, telephoning the Center at 972-6869, or emailing Julie Green at jgreen@bcbe.org. Plan ahead for the materials you may need.

2. Complete all information requested on order form when ordering. Send both the white and yellow copies to the Teacher Resource Center at the Central Office Satellite. We will return the yellow copy to you confirming the date of requested material.

3. Completed order forms should be sent to: Julie Green, Teacher Resource Center, C.F. Taylor Building.

4. All materials are checked out on a weekly basis. Example: If an item is checked out for Tuesday then it is to be returned on the Tuesday of the following week. If you know you will need an item longer than one week, please indicate this on your order form.

5. Materials are due on the date indicated on the item. Please return the item/s on the due date.

6. Materials are the responsibility of the teacher who requested them and should not be shared with others unless the lesson plans indicate their mutual purpose.

7. If audio visual materials are delivered in damaged condition, do not attempt to repair. Please return to the C.F. Taylor Building Media Center with a note indicating the damage. Repair will be done at the Center.

8. If an item is lost or stolen, please notify us and we will replace it as soon as possible.

9. When your materials are not received on the confirmed date, the delay is usually caused by the materials not being returned to us on time. Please let us know if you do not receive your requested items.

10. We have daily courier service for each school. Please do not order more materials than you will need in one week’s time.