

# Michigan Resource Center

ON DOMESTIC & SEXUAL VIOLENCE

3893 Okemos Rd., Suite B2 Okemos, MI 48864  
Phone: (517) 381-4663 Fax: (517) 347-1060 TTY: (517) 381-8470  
Web: [www.resourcecenter.info](http://www.resourcecenter.info)

## **Mission**

The Michigan Resource Center on Domestic and Sexual Violence enhances the capacity of individuals and organizations to prevent violence against women and strengthen service delivery for survivors. This unique collection of books, videos, journals and other media promotes awareness and increases accessibility of educational information and resources for the state of Michigan. These materials are useful for training, counseling, education, research, nonprofit business management, program development and activism.

## **Michigan Resource Center Services**

The Resource Center is available to anyone living in the State of Michigan. Materials can be mailed anywhere in Michigan free of charge. Office hours are Monday - Friday 8:30 am-5:00 pm.

- **Reference Service and Technical Assistance**

The Resource Center offers a reference service and technical assistance to patrons looking for information, statistics, and best practices on issues of violence against women. Staff will assist patrons in identifying books, videos or other materials to meet their information needs.

- **Books, Manuals and Videos**

Print and video resources on domestic violence, sexual assault, stalking, violence prevention, nonprofit management, program development, fund development, medical and legal response to violence against women, public policy, advocacy and more! Not sure which to choose? Call us, we make recommendations.

- **Michigan Resource Center Online**

The Resource Center website ([www.resourcecenter.info](http://www.resourcecenter.info)) contains links to fact sheets, bibliographies, links to important legal and public policy resources, and links to national violence against women resources.

- **Web Collection Plus**

Web Collection Plus allows patrons easy, convenient access to the Resource Center collection from their home computers. Web Collection Plus supports a variety of searches to meet research needs including searches by author, title, or subject. You may also e-mail the Resource Center staff directly to request materials, via the Resource Center website.

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## Lending Policies

The Resource Center staff is dedicated to ensuring that our collection is accessible to individuals in Michigan working to end violence against women, as well as the general public.

- ◆ Any individual in Michigan can borrow materials from the Resource Center at no cost.
- ◆ Applications for borrowing are available online at [www.resourcecenter.info](http://www.resourcecenter.info) or by calling the Resource Center at (517) 381-4663.
- ◆ The Resource Center ships materials to borrowers in Michigan free of charge.

**Books/Other Print Materials:** A maximum of 6 books and other printed materials can be borrowed for a three-week period of time. All print materials will be shipped book rate. The borrowing time includes the time for materials to be shipped to the borrower. Materials must be returned by the due date. Requests for materials will be responded to within two working days.

**Videos:** Videos may be reserved in advance. A maximum of 2 videos can be borrowed for a 10-business day period. The borrowing time includes any time for the video to be shipped to the borrower. All videos will be shipped first class with signature confirmation.

**Renewing Materials:** Print and video materials can be renewed if materials have no outstanding requests from other patrons. Renewal requests must be called in, or e-mailed in before the due date. Videos can be renewed for a one-week period and print materials for a two-week period.

**Rush Requests:** The Resource Center staff will make every effort to respond to rush requests. However, the Resource Center will not cover the costs of overnight mailing. Patrons are responsible for the cost of shipping materials overnight by UPS or Federal Express.

**Returning Borrowed Materials to the Resource Center:** Materials can be returned by mail or directly to the Resource Center (Monday-Friday between the hours of 8:30 am and 5:00 pm), before or on the due date. The Resource Center also has a convenient after-hours drop box for patrons returning materials outside of regular business hours. Borrowers are responsible for the costs of shipping the materials back to the Resource Center. **The Michigan Resource Center requires all patrons returning materials to request delivery confirmation through your local post-office (this measure will assist us in tracking materials being sent through the postal service and reduce the likelihood of materials being lost in transit).** All materials being returned must be postmarked by the due date. Video materials must be shipped *First Class, Priority Mail, or United Parcel Service*. **Videos should always be shipped in a padded envelope or a box.** Books must be shipped *First Class* or *Book Rate*.

**Late Return of Resource Center Materials:** Borrowers will be charged overdue fines for late materials. A fee of \$.25 a day will be charged for each overdue book and a fee of \$.50 a day will be charged for each overdue video. Fees will begin accruing immediately after the due date. After 30 days, materials will be considered lost and the borrower will be charged for the cost of replacing the materials plus an additional processing fee. Borrowing privileges will be suspended until materials are returned and appropriate fees are paid.

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**Staff Use Only**

RC Database \_\_\_\_\_

Information Systems \_\_\_\_\_

## Application for Borrowing Privileges

The Michigan Coalition Against Domestic and Sexual Violence and the Michigan Domestic Violence Prevention and Treatment Board are pleased to offer the services of the Michigan Resource Center on Domestic and Sexual Violence free of charge to individuals working in Michigan to end violence against women, as well as the general public. Please **fully complete** the following information to receive borrowing privileges:

Name: \_\_\_\_\_

Organization (write "Student" if applicable): \_\_\_\_\_

Work Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Address (Permanent Address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

### Guarantee

The Michigan Resource Center on Domestic and Sexual Violence requires a credit card number to borrow materials from the Resource Center. We reserve the right to bill your credit card for lost or damaged materials.

Name on Credit Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Visa Card

MasterCard

I have read and understand the lending policies of the Michigan Resource Center on Domestic and Sexual Violence. I understand that my credit card may be billed for lost or damaged materials. I understand that my name and address will be placed on the Michigan Coalition Against Domestic and Sexual Violence mailing list.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Michigan Resource Center on Domestic and Sexual Violence is owned by the Michigan Domestic Violence Prevention and Treatment Board (MDVPTB). The Michigan Coalition Against Domestic and Sexual Violence wishes to thank the MDVPTB for their financial support of this project.