

Riverside Unified School District
Educational Alternatives and Services
Julia Christian, IMS Assistant II

Gladys Walker
Interim Superintendent

Dr. William E. Ermert
Assistant Superintendent

Date: August 28, 2008
To: All RUSD School Sites
Subject: RUSD Instructional Media Circulation

Instructional Media Services Department (IMS) has permanently closed.

The remaining media collection will still be available for circulation through the RUSD Media Center. During this transition to the RUSD Media Center, here are some important facts to know:

- ✓ The RUSD Media Center has a single Instructional Media Assistant to handle media circulation and provide Destiny support.
- ✓ Hours are from 7:30am – 4:30pm
- ✓ Walk in hours are from 2:30 – 4:30pm on Monday and Wednesdays only.
- ✓ Media deliveries will be on Monday, Wednesday and Fridays.
- ✓ Next-day delivery cannot be guaranteed on media requests received after 4:30pm, though every effort will be made.
- ✓ E-mail requests are preferred. There is a **new** electronic media request form available online at <http://www.rusd.k12.ca.us/ourdistrict/MediaCenter/Default.htm>
- ✓ The RUSD Media Center is still located on the EOC campus at:
6351 Lincoln Ave E-6
Riverside, CA 92506
951-788-7176 x 69620

cc: Mike Fine, Deputy Superintendent
Judi Paredes, Assistant Superintendent
Dr. William Ermert, Assistant Superintendent
Renee Hill, Director, Elementary Education