

Multi-Door DVD Library Policy

Multi-Door will maintain a collection of training DVDs that are available for mediators to view, by advance arrangement, for continuing education credit and general skill enhancement.

The DVDs will be kept by the ADR Program Specialist or other designated staff member. Mediators should contact the ADR Program Specialist in advance to schedule viewing for each DVD. Please call 202-879-1549 to be connected. Advance scheduling will ensure that the DVD and viewing area is not in use by others at the desired time. All DVDs must be viewed at Multi-Door; mediators will not be permitted to take the DVDs home.

DVDs will typically be viewed in Rm. 2935 on the second floor of Building C (410 E St. NW). Mediators may schedule viewing any weekday beginning between 9:00 am and 3:00 pm.

Mediators should go to Multi-Door's main office, Suite 2900, when they arrive to view a DVD. The mediator will complete the Sign In sheet indicating the mediator's name, DVD title, and date/time of viewing. Staff will help the mediator load the DVD into the player and show the mediator how to change DVDs, if the training to be viewed is longer than one disc.

A set of handouts for all available DVDs, as well as evaluation forms, will be maintained on the L Drive by the ADR Program Specialist. The mediator will receive any corresponding handouts at the time of viewing. Mediators are asked to complete an evaluation form for each DVD viewed and return it to the main Multi-Door office when finished, along with the DVD(s).

The ADR Program Specialist will enter the crediting information under the mediator's record in the database.

The Administrative Assistant will serve as back-up for the ADR Program Specialist in this function, in the event that s/he is unavailable to show a previously scheduled DVD. If the Administrative Assistant is unavailable, the Receptionist will serve as backup. The completed paperwork will be left for the ADR Program Specialist to use in entering credits, upon his/her return.