



Murray City School District

147 East 5065 South ■ Murray, Utah 84107
Phone: (801) 264-7400 ■ Fax: (801) 264-7456

JORDAN MEDIA DELIVERY INFORMATION:

The Murray City School District has an arrangement with the Jordan School District that provides to our schools media that ordered on line from Jordan District Media Center. To order videos, use the following website: <http://media.jordan@k12.ut.us>

All previous Murray District teachers should have number already to get in to the site and new teachers should have been assigned a number. If you have never used the center, here are instructions to help you get started:

- Call the Jordan District at 567-8292.
- Ask for a password and instructions on how to use the site.
- Go online and see the list of Videos and DVD's available to you.
- **Be sure to place your order on either Tuesday's or Friday's prior to 4 p.m.**

The order you place will be personally delivered to the school office the very next day. You have the Video or DVD for 2 or 3 days. You then simply return the video or DVD to the office by 3 p.m. on the date indicated for pick up.

Our delivery person is Lorri Shaver. Her schedule will be the same as it was in past years:

- Monday AM - deliver ordered materials to your schools
- Tuesday PM-pick up materials at your schools to return
- Wednesday AM - deliver materials to your schools
- Friday PM - pick up materials from your schools to return

YOUR JORDAN MEDIA MATERIAL MUST BE IN YOUR SCHOOL OFFICE FOR PICK UP ON THE DAY DUE. Lorri will not come looking for you to find materials. If materials are late, you will lose your password to order materials.

This is a valuable service for our district, so please follow the procedure and order your materials on line and return them to your school office on the schedule above.

Contact info: Jordan Media Center at 567-8292; Lorri Shaver email: lshaver@murrayschools.org

If you have Murray District related questions, contact Carolyn Schubach, Director of Curriculum at the District offices; 264-7400.