

Resource Room Procedures

The Resource Room, located on the 6th floor of the Carroll Building, serves as DCMGA general storage area for materials and supplies used by various programs. To ensure that an account is kept of all the resource items please follow check out procedures listed below.

The key for the Resource Room access must be checked out from the Extension Office on the 1st floor.

The DCMGA Resource Room material Check Out and In process is listed below:

- Consumables items (brochures, handouts, AgriLife Extension publications, etc) can be used for any DCMGA group. Because these are consumables, if you need a large amount of any item or if you notice something is in short supply please notify Steve Spurgin.
- SWAT Curriculum Kits and related materials – SWAT checkout procedure is posted.
- **Resource Room 1** (Rm. 623) – Resource library and a locked technology storage closet which has limited access. The clip board for checking items in/out of this room is hanging in the room.
- **Resource Room 2** (Rm. 622) – contains banners, posters, stakes, canopies, cones, and other general material. Items in this room **MUST** be checked Out and In on the clip board hanging in that room.
- **Resource Room 3** (Rm. 626) – Contains Interim Class supplies, Volunteer Fair supplies, Rain Water Harvesting barrels. The Check Out and In clip board is hanging in that room.
- The shelves labeled “**DCMGA Resource Shelves**” holds bins with materials for specific DCMGA projects: Plant Sale, Veggie Show, Fall Garden Fest, Worm Composting, Plant Propagation and others. Hand trucks and Carts are also located in the area. The Check Out and In clip board for items in this area is hanging on the gray shelf.

There is a conference table with 12 chairs in the room that can be used for meetings. Maximum seating would be about 20. Contact the Extension office to reserve the room. Rm. 630 is a small meeting room which contains a small table with 4 chairs.

Please be considerate and follow the rules outline above for checking DCMGA items Out and In. The Resource Room items are valuable to DCMGA for educating and promoting our program in the community.

Contact Steve Spurgin at sspurgin@hotmail.com or 940-206-0052 if you need more information about the Resource Room.