

# Procedure for purchase of ALC study materials

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## General guidelines

Australian Lutheran College is the higher education provider of the Lutheran Church of Australia and it serves the Lutheran Church of Australia through the preparation and ongoing education of people for service in the church and for witness to the wider community. The primary function of ALC is the provision of theological, vocational education and formation for those people who wish to serve the church as pastors, teachers, or church workers.

Australian Lutheran College will consider applications from church theological or educational groups and individuals in Australia and overseas for access to ALC materials for agreed educational and formation purposes.

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## Application procedure

Applicants are to contact the ALC Academic Dean by email [[Academic.Dean@alc.edu.au](mailto:Academic.Dean@alc.edu.au)] or phone [+61 8 8267 7400] to specify the purpose of the request and the materials required—including the unit title and format requested, envisaged usage, number of copies agreed and length of time for which the materials are to be used.

The Academic Dean may then choose to invite or enable the applicant to fill out the 'Application for purchase of ALC study materials/CD-ROM' form if the general intended use of the materials is understood to be consistent and in accordance with the general guidelines above and the ALC copyright use agreement.

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## ALC copyright

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## Minimum computer system requirements

Please note the minimum system requirements for effective operation if requesting a CD-ROM.

- Internet Explorer version 5 or above, or equivalent
  - Word '97 or above [optimum performance with 2002 version]
  - Adobe Reader version 6 or above
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## Approval

The Academic Dean and/or Head of School will consider all 'Application for purchase of ALC study materials/CD-ROM' forms submitted and advise the applicant of the outcome of the request within 3 weeks of receipt.

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## Materials distribution

ALC materials approved for use will normally be dispatched by the Quality & Information Office of as per the lodged request, within 3 to 4 weeks of approval and receipt of payment.

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