

Educator Resource Center

LENDING LIBRARY



2024-2025 Membership Agreement

What does a Lending Library membership include?

- Checkout of exemplary hands-on STEM classroom materials from our collection valued at over \$750,000 (items include over 200 skulls, a variety of Vernier probes and sensors, microscopes, custom Elwha River Process models, one-of-a-kind specimens, and much more)
- Orientations for whole schools or departments (via Google Meet or at your school)
- Consultation with Educator Resource Center staff on using Library objects to support teaching goals.
- After-school workshops and individualized training on select equipment, models, and as requested
- Designated parking in Educator Resource Center parking zones (as space allows)

Membership Type

please fill out all lines below

Individual School, Library, or Institution of Higher Education

School District or Association of Independent Schools

\$0.60 per student or \$360, whichever is greater

Student enrollment: _____

Cost per student: _____

Base cost: _____

Geographical Zone

A. St. Paul/ Adjacent
(base rate)

B. Inner/Eastern Suburbs
(10% discount)

Zone Discount: _____

Adjusted cost: _____

C. Outer/ Western Suburbs
(20% discount)

D. Greater Metro Area/Outstate
(40% discount)

Membership Term (membership year runs from September to May)

2024-2025

2025-2026

2026-2027

2027-2028

Number of years: _____

Total Amount Due: _____

Primary Membership Contact

Designated Financial Contact

Organization Name _____ *district #* _____

Financial Contact Name _____ Title _____

Primary Contact Name _____ Title _____

Email Address _____

Email Address _____

Phone Number _____

Phone Number _____

Signature _____ Date _____

Science Museum of Minnesota Approval

Farzad Sadjadi, Director of STEM Education _____ Date _____

Robert Doty, CFO _____ Date _____

Appendix

This Membership Agreement describes the agreement between the Science Museum of Minnesota (SMM) and the entity named above concerning membership in the Educator Resource Center Lending Library. The Educator Resource Center is a professional home for educators operated by the STEM Education Department, part of the Science, Equity, and Education Division of SMM.

- 1) **Orientation:** All employees and staff of a member organization are eligible to borrow Lending Library materials for educational purposes within the organization. Prior to doing so, each individual must participate in a 20-minute orientation at the Lending Library. At this time they will be issued an Educator Resource Center Lending Library card and parking pass. Member organization staff and SMM staff will share responsibility for bringing new individuals to the Lending Library for initial visits and orientations. In limited circumstances, Educator Resource Center staff may travel to a member facility to lead orientations for larger groups of staff.
 - a) **Patron Agreement** - Individuals are asked to sign a Patron Agreement each year, certifying that they are an active employee of the member organization and agree to our borrowing policies. This agreement includes contact information for the patron's supervisor, to be used in the event an item is overdue and we cannot reach the patron directly.
 - b) **Special Material Training** - Certain items or sets of items may require additional in-person training with Educator Resource Center Staff. This is to ensure the integrity of more complex or fragile materials. Following the initial training, patrons who wish to borrow these items will need to attend a refresher training each subsequent year.
- 2) **Membership Fees:** The cost of membership is based on annual student enrollment and distance from the Science Museum of Minnesota. For independent and charter schools, libraries, and institutions of higher education the minimum fee is \$360 per year. For organizations with more than 600 enrolled students, there is an additional cost of \$0.60 per student in excess of 600. A discount is applied based on geographical zone, ranging from 10% to 40%. See our website for more information (smm.org/library).
- 3) **Damages:** Members are responsible for the safe handling and return of any items borrowed from the Lending Library. In the event of any damages beyond normal wear and tear, or the loss of items, the member organization will receive an invoice for the necessary cost.
 - a) **Replacement Fees** - An item will be replaced if it cannot be repaired, is reported lost, or has not been returned one month after its due date. The replacement value of each item borrowed from the collection is provided on the checkout receipt, included whenever an item is picked up. In the instance of an overdue item, Educator Resource Center staff will notify a patron 3 times by email; the third email will be CC'd to the Primary Membership Contact. If the item is not returned within that time, the item will be classified as lost.
- 4) **Refunds:** Educator Resource Center Lending Library membership is non-refundable.