

## Educator Resource Center

# LENDING LIBRARY

## 2025-2026 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 300 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
- Free parking in designated 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)

☐ **C.** Outer/ Western Suburbs (20% discount)

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

Zone Discount: \_\_\_\_\_

Adjusted cost: \_\_\_\_\_

### Membership Term (membership year runs from September to May)

☐ 2025-2026

☐ 2026-2027

☐ 2027-2028

☐ 2028-2029

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

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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](http://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.