

## Educator Resource Center

# LENDING LIBRARY

## 2022-2023 Membership Agreement



### What does a Lending Library membership include?

- Checkout of exemplary hands-on STEM classroom materials from our collection valued at over \$600,000 (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)
- Use of library as meeting space outside of open hours (subject to availability, parking not included)

### Membership Type

*please fill out all lines below*

- ☐ Individual School, Library, or Institution of Higher Education

*\$0.50 per student or \$300, whichever is greater*

- ☐ School District or Association of Independent Schools

*\$0.48 per student for members with enrollment greater than 2,000*

Student enrollment: \_\_\_\_\_

Cost per student: \_\_\_\_\_

Base cost: \_\_\_\_\_

### Geographical Zone

- ☐ **A.** St. Paul/ Adjacent (base rate)

- ☐ **B.** Inner/Eastern Suburbs (10% discount)

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

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

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

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

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

- ☐ 2022-2023    ☐ 2023-2024    ☐ 2024-2025    ☐ 2025-2026

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

Larry Thomas, 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 \$300 per year. For organizations with more than 600 enrolled students, there is an additional cost of \$0.50 per student in excess of 600. For school districts or associations of independent schools the base rate is \$0.48 per enrolled student. 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)).
  - a) **Prorated Fees** - The Lending Library is open from September through May. For members who join after November, their fee will be prorated based on when they join.
- 3) **Damages:** Members are responsible for the safe handling and tidy 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.
  - b) **Restocking Fees** - In order to keep Educator Resource Center membership costs low and to facilitate quick turnaround of popular items, a restocking fee may be assessed. This will be charged in instances in which items or sets of items are returned in a condition or organization that is substantially discrepant from the condition in which the item or set was received by the patron. (Condition or organization refers to the cleanliness, organized packing, and/or completeness of the item or set that result in substantial staff time to process for the next checkout.) The minimum restocking fee is \$50 per item or set. Descriptions of condition/organization are included in the catalog and/or with the packaged item or set.
  - c) **Repair Fees** - A repair fee will be assessed for items needing repair beyond general wear and tear. (General wear and tear refers to the gradual depreciation of something when it is used properly under normal circumstances and with proper maintenance from Educator Resource Center staff. To prevent damage, some items require training before they can be checked out.) If an item can be repaired by Educator Resource Center staff, the minimum hourly rate is \$100 charged in 15-minute increments. This rate will increase for items requiring specialized repair from the SMM Exhibit Fabrication Department or external vendors.
- 4) **Refunds:** Educator Resource Center Lending Library membership is non-refundable.