



### Lending Library Policies

The Columbia Gorge STEM Hub Lending Library is designed to provide educators with valuable STEM resources to use for a short span of time in their classroom. The items in the library have been funded through grants and are intended to be shared with schools in Gilliam, Hood River, Sherman, Wasco, and Wheeler counties.

To ensure that numerous educators can benefit from this valuable resource, we ask that you agree to the Lending library policies shown below:

By requesting an item from the library, educators agree to the following:

- To fill out the **request form** in order to use the item. If sharing with other teachers at your school, only one person must fill out the form.
- To follow the instructions provided with the item(s), **be diligent about its care**, and return it in the same condition that it was received. This includes cleaning the item(s), as appropriate.
- If unavoidable damage occurs, to contact the Hub immediately to report the damage. Severe mismanagement may preclude individuals or schools from checking out other items.
- To have the item **ready to be returned by the end date** of the reservation.
- To **submit an after action report** within 3 weeks of returning the item.

These policies are designed to promote longevity of the Lending Library and demonstrate its value, while not being overly burdensome for teachers. If you have any suggestions about the policies or library, please contact Christy Christopher at the Columbia Gorge STEM Hub.