



# Lee Public Library

## STEM Kit Lending Policy

Patrons who wish to check out a library STEM Kit must show a valid Lee Library card and must sign this agreement prior to checking out the desired STEM Kit.

- For youth library cards, a parent or adult supervisor must list each youth account approved to borrow kits.
- Patrons are only permitted to checkout **one** STEM kit during a standard three-week checkout period.
- The loaned kit must be returned inside the library directly to a staff member. The set may **not** be left in the drop box or on the circulation desk if a staff member is not present. The kit will be checked in by a staff member or library volunteer upon its return.
- The set will be inspected for completeness of pieces, verified clean, cleaned, and disassembled if needed prior to it being returned to circulation.
- In the event any piece(s) are missing, the borrower will be contacted and given one week to locate missing item(s). If still missing, a staff member or a volunteer of the Lee Public Library will identify the missing parts and look for replacements in our supplies or online. If missing piece(s) can be obtained, they will automatically be purchased and borrower will be charged the replacement amount.
- In the event that a set is not returned, is damaged, or has more than 10% of the set missing, the cost of replacement for the entire kit will be charged to the last borrower.
- For replacement costs please talk to a librarian.

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**I understand and agree to the above terms for the Lee Public Library's STEM Kit Lending program.**

Borrowers Name \_\_\_\_\_ Patron # \_\_\_\_\_

Borrower Signature: \_\_\_\_\_ Agreement Date: \_\_\_\_\_

### **Youth/s with parental permission to borrow STEM Kits:**

If your child has their own library card and you give them permission to check out STEM kits using their own patron number, please complete the section below.

Childs Name \_\_\_\_\_ Child's Patron Number \_\_\_\_\_

Childs Name \_\_\_\_\_ Child's Patron Number \_\_\_\_\_



# Lee Public Library STEM Kit Lending Policy

Name of Kit \_\_\_\_\_

Date Checked Out \_\_\_\_\_ Staff Initials \_\_\_\_\_

Date Checked In \_\_\_\_\_ Staff Initials \_\_\_\_\_ Name of Volunteer Checking Kit \_\_\_\_\_

Kit Complete (Please check)  Yes  No

**If pieces are missing please complete information below.**

# of missing pieces \_\_\_\_\_

Details

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Cost of full kit \_\_\_\_\_ Total cost of missing pieces \_\_\_\_\_



Name of Kit \_\_\_\_\_

Date Checked Out \_\_\_\_\_ Staff Initials \_\_\_\_\_

Date Checked In \_\_\_\_\_ Staff Initials \_\_\_\_\_ Name of Volunteer Checking Kit \_\_\_\_\_

Kit Complete (Please check)  Yes  No

**If pieces are missing please complete information below.**

# of missing pieces \_\_\_\_\_

Details

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Cost of full kit \_\_\_\_\_ Total cost of missing pieces \_\_\_\_\_