

Center for Math and Science Education
NASA Educator Resource Center
Resource Loan Procedures

346 N. West Avenue, #202 University of Arkansas Fayetteville, AR 72701
V: 479-575-3875 F: 479-575-5680

NOTE:

- CMASE materials are available for one 2- week period per month.
- Consumable materials are not available for check out.
- Kits and CMASE Staff Teaching Materials are not available for check out.
- No one is allowed beyond the front desk without being accompanied by CMASE staff. Materials are to be pulled from shelves and rooms by CMASE staff only.

- 1) Review *CMASE Materials* online through <http://cmase.uark.edu> - “Teacher” link
- 2) Send an email listing the dates and specific materials needed to the CMASE Office Manager, Randy Prince prince@uark.edu, at least one week prior to request.
- 3) An availability notification from CMASE will be sent as soon as possible.
- 4) When available, the materials will be held on reserve in the front office for 2 days.
- 5) To finalize material loan, sign in at the Reception Desk and complete the loan form. A copy of your driving license is required to have on file with this form.
- 6) Return the materials by the due date, making sure a CMASE staff member has checked them.
- 7) Until items on loan are returned, no other materials may be checked out.

Please note the following information must be agreed to:

- I have checked *before leaving* that all materials are complete and in good condition.
- All borrowed materials will be returned before others may be borrowed.
- These book(s)/materials are due by _____
- Materials must be returned to the CMASE desk weekdays 8:00am and 5:00pm unless other arrangements have been made.
- I will supply all consumable materials.
- I will replace all damaged or missing materials at replacement value.
- I will replace any lost book at replacement value.
- I am expected to observe all copyright rules and regulations.