

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

346 N. West Avenue, #202 University of Arkansas Fayetteville, AR 72701
Phone: 479-575-3875 Email: cmase@uark.edu

NOTE:

- CMASE materials are generally checked out for 2 weeks at a time.
 - Consumable materials are not available for checkout.
 - Some materials need approval from CMASE staff for checkout.
 - As of August 2020, all checkouts will be done via contactless pickup or curbside service for the safety of CMASE patrons and staff.
- 1) Review *CMASE Materials* online through <http://cmase.uark.edu> - "Educator Resources".
 - 2) Call CMASE or send an email listing the dates and specific materials needed to the CMASE Office Manager, Reid Webb - rkwebb@uark.edu. Please also list whether you'd like to do contactless pick-up or curbside service. For curbside service, we will ask for a 15-minute pick-up window. If you have questions about what's available, please call 479-575-3875. We're happy to walk you through our inventory.
 - 3) An availability notification from CMASE will be sent as soon as possible.
 - 4) For contactless pick-up, materials will be put on the checkout shelves in the foyer and you will be given the shelf number to locate your materials. Please remember to check the pink sign-out sheet on the table for accuracy and then sign and date at the bottom. For curbside, please arrive within your 15-minute window, call CMASE and tell us you have arrived and the make/model/color of your vehicle, and we will bring your materials out.
 - 5) Return the materials by the due date. You can either place them on the checkout shelves and let CMASE know you are returning, or schedule a 15 minute window for CMASE staff to collect from your vehicle.

Please note the following information must be agreed to:

- I have checked *before leaving* that all materials are complete and in good condition.
- I agree to sign a check-out sheet listing the materials I am checking out.
- These materials are due back by the assigned due date.
- Materials must be returned to the CMASE desk weekdays between 8:00am and 5:00pm unless other arrangements have been made.
- I must 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.