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 May 2022, checkouts may be done via contact-less pickup if pre-coordinated with CMASE staff.

1) Review CMASE Materials online through http://cmase.uark.edu - "Educator Resources" or stop by for a tour of the collection.

2) Call CMASE or send an email listing the dates and specific materials needed to the CMASE Office Manager, Stuart Reaves - streaves@uark.edu. If you have questions about what's available, please call 479-575-3875 or stop by. We're happy to walk you through our inventory in person or virtually.

3) If you request item(s) that are not currently available, an availability notification from CMASE will be sent as soon as the item is available.

4) For contact-less 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 sign-out sheet for accuracy and then sign and date at the bottom.

5) Return the materials by the due date. You can either return them during normal office hours, or place them on the checkout shelves and let CMASE know you are/have returning/returned the items.

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.
- First time borrowers or infrequent borrowers please bring a U of A ID, driver's licence or school id.

Suggestions to improve the collection or procedures are welcomed (streaves@uark.edu).