

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 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).