



Penticton Museum & Archives
785 Main Street, Penticton, BC
250-490-2454

Penticton Museum & Archives Lending Library Guidelines

The Penticton Museum & Archives is offering educators a series of educational kits, which include artifacts, manipulatives, photos, teaching ideas and more.

We would like to ensure that these kits are available and fun for everyone who borrows them.

As the borrower, it is your responsibility to ensure that all the materials in the kits are used appropriately.

Guidelines for care and use of educational kits:

- Before sharing the materials with students, review the inventory of the kit's contents. Also, review the booklet provided to encourage an effective use of the materials by the students.
- Make sure the materials are age-appropriate for the students using them.
- Keep items together, and not with other materials, in the space where they are being used.
- Before returning the kits, take an inventory of the materials. If any items are missing or broken, the educator will be expected to replace the item.
- Please review safe object handling procedures with your students prior to handling materials in the kit. Ask them to brainstorm proper object handling behaviour. Suggestions include but are not limited to:
 - o Always handle objects with two-hands.
 - o Do not have food or drink near the material.
 - o Do not put the material at risk by using it outdoors or in busy environments such as large school assemblies.
 - o Wash and dry your hands before handling paper.

Borrowers and Museum staff will check all kits upon their return to ensure that all items are in the bin and ready for the next borrower.

By signing below, you agree:

- To pay the Penticton Museum & Archives \$15 to cover administration of the Lending Library materials.
- To take sole responsibility for the contents of any educational kit borrowed from the Penticton Museum & Archives.
- To pay for the replacement cost of lost or damaged items.
- If damages and/or losses are not paid for or replaced, you may lose your borrowing privileges.

I have read and understood the guidelines regarding the use of materials borrowed from the Museum. The Penticton Museum & Archives is not responsible for any injury to person(s) or damage to property that may arise through the use of material borrowed from the program.

Penticton Museum & Archives Lending Library Sign-out Agreement

Name: _____

Address: _____

Phone/Mobile Number: _____

Email Address: _____

Sign-out Date: _____

Return Date: _____

I agree to review the care and use of the educational materials with all who are using them.

I understand that by paying \$15 to the Penticton Museum & Archives that I am able to borrow the educational materials for one week. I may contact the Museum Educator to renew my loan for one week at no extra cost, provided the materials have not been booked by another educator.

I understand that I will review the Materials Checklist with Museum staff before and after I borrow the educational materials. This review may take up to 20 minutes.

I understand that it is my responsibility to ensure that all educational materials come back in the same condition as when I signed it out.

I understand that I am responsible for the costs associated with replacing any lost or damaged items.

I understand that educational materials will be quarantined upon return to the Museum. Items that can be sanitized easily have a shorter quarantine period.

Borrower's Name (print)

Signature

Date

Museum Staff Name (print)

Signature

Date