

## **Classroom Science Connection Loan Kit Guidelines**

Thank you for your interest in borrowing a Classroom Science Connection Loan Kit from the Raymond M. Alf Museum of Paleontology at The Webb Schools. We strive to provide an engaging and educational experience for students and educators. To ensure the best experience possible, please review the following information before submitting the online Loan Kit Request Form. All requests must be completed online and cannot be reserved via phone.

### **General Information**

CSC Loan Kits are available all year from the Alf Museum. Requests for loan kits are filled on a first-come, first-serve basis. The Alf Museum has a limited number of loan kits, so please be sure to request your loan kit early.

**Fees:** \$25.00 per kit (must be paid upon pick-up)

### **Loan Information:**

- All loan kits must be picked-up and returned to the museum, Monday – Friday from 8:00 AM – 3:30 PM.
- Loan kits may be borrowed for a period of one week.
- A fee of \$10.00 per day will be charged for all overdue loan kits.
- Loan kits may be picked up and returned by an authorized representative of the Borrower with a valid ID.

### **Care and Handling**

1. The fossil replicas and educational materials provided by the Raymond M. Alf Museum of Paleontology in the CSC Loan Kit is for educational use only. Please use care in handling the replicas provided and be mindful of the stated guidelines and conditions.
2. Please remind students that the fossil replicas in the kit are not toys and should be examined and used carefully.
3. Please store fossil replicas and all kit materials in the storage box provided when not in use.
4. Loan kits must be able to be stored securely when in possession of the Borrower.
5. If a fossil replica is broken while in the Borrower's possession, please remove it from use to avoid injury.

### **Borrower Responsibilities**

1. Borrowers must take inventory of all loan kit fossil replicas and materials upon pick-up and before return of the loan kit using the checklist provided.
2. If a fossil replica is broken or otherwise damaged while in the Borrower's possession, please DO NOT ATTEMPT to repair it. Make a note of the damage and return all the parts of the fossil replica to the Alf Museum so that it can be repaired appropriately. If the replica is irreparable, you will be liable for its full replacement cost.
3. Missing or stolen fossil replicas and kit materials are subject to full value replacement cost. Missing Educator Guide notebook is subject to \$20.00 replacement fee.

**For any questions or concerns regarding CSC Loan Kits, please contact Kathy Sanders at (909) 482-5225 or by email at [ksanders@webb.org](mailto:ksanders@webb.org).**