

# Educator Lending Library Frequently Asked Questions

## Can patrons extend holds on materials?

Patrons are welcome to request an extended hold on a kit that they have in their possession. We appreciate that educators request an extension a week before the kit is due back. This gives the Mid-Valley STEM-CTE Hub (MVSCH) team enough time to ensure that the kit is available for extension. If another educator has already placed a hold on the kit that an extension is being requested for, the request will be denied in order to give equitable access to all educators needing access to the STEAM kit in question.

If there are previous holds on an item you are hoping to check out, the Lending Library team will reach out, notifying you that there is a wait list on your desired kit(s). This notification will include when the kit can be expected to be delivered to you, and if you would rather replace that kit with another kit that better works within your schedule.

## How many kits can be checked out at a time?

Patrons are limited to two STEAM kits per checkout period. Once both kits have been returned, patrons are welcome to check out up to two more kits.

## Can holds in advance be placed?

Due to the large number of educators the Lending Library serves, the lending program is on a first-come, first-served basis. We aim to increase our stock of popular offers so that educators and students are not left without opportunities to utilize high-quality STEAM learning materials.

## Where do patrons pick up and drop off STEAM kits?

STEAM kits are dropped off and picked up at district offices by a courier with help from our partners at the LBL ESD. Once the kits are at the district offices, educators will either have to pick them up there or a separate courier will drop them off at individual schools. Each district is unique, so be sure to check with your district office to see if you have access to a school-specific

courier or if you will need to pick up kits directly from the district office. You will receive an email with a window of time when to expect the kit to be delivered to your district office, when your kit has left the library, and is en route to you.

When dropping off, please return the kit in the same place that you received it. This may be with a courier directly to your school or back to your district office. You will receive emails from our catalog program, at Libib.com, that your kit's due date is nearing. Thank you for returning your kit on or before the due date.

**[Find pick-up/drop-off addresses and points of contact for each district in our contact sheet.](#)**

## When will I receive my kit?

All Lending Library requests are processed on Mondays. Everything from the previous Monday to Sunday is checked out and sent to the courier. Once en route, allow the kit a couple of days to reach you. We start counting your two-week checkout time from the Friday of the week your kit was sent out to you.

## Can folks pick up or drop off in person?

Typically, no. If you need a special accommodation, please reach out to the MVSCH team at [midvalleystemctehub@linnbenton.edu](mailto:midvalleystemctehub@linnbenton.edu) to request arrangements for in-person pick-ups and drop-offs.

## Are batteries and other kit-related consumables provided in the kits?

Patrons can expect to find batteries for electronics in the STEAM kits. Kit consumables that are necessary for the proper functions of the STEAM kits are provided by MVSCH. All other consumables that expand the possibilities of programming will need to be provided by the educator who checks out the kit. If you'd like to see what is provided in a kit that you are interested in checking out, visit the instruction packet linked to the name of each kit on the [Lending Library resource page](#) or in the kit descriptions in the [Lending Library's catalog](#).

## What happens if a kit is damaged while in the patron's possession?

No worries! We understand that accidents happen. If the kit is damaged, we ask that you notify the MVSCH team via email ([midvalleystemctehub@linnbenton.edu](mailto:midvalleystemctehub@linnbenton.edu)) ASAP so we can work towards fixing or replacing the item(s) to reduce the risk of an interruption in services for you and your fellow educators in the region. If the bin your kit comes in is damaged while in your possession, please do your best to securely tape it up for transport so no pieces are further damaged or lost in transit back to the library.

Thank you for being careful and mindful stewards of our Lending Library STEAM kits!

## Does it cost anything to be a Lending Library patron?

Being a patron of the Educator Lending Library is completely free of charge! All we need from educators who would like to use the lending program is to [complete this form](#). Educators will need to set up a password for a Libib account (where the catalog of loanable items is housed) when the MVSCH team sends a confirmation email.

## Who can access the Educator Lending Library?

The Lending Library is currently available to educators from any of the **11 public school districts in Linn and Benton Counties**. This includes classroom teachers, specialists, and administrators serving K–12 students.

We're excited to share that we are actively planning a **Phase Two rollout in 2026**, which will expand access to include **private schools, homeschool educators, afterschool programs**, and other educational organizations. Stay tuned for updates as we broaden opportunities for STEAM learning across the region!

## How long can I keep a kit?

Each kit can be checked out for a two-week period, beginning the Friday of the week your kit is sent. Extension requests may be submitted, pending availability.

## How do I know what's included in a kit before checking it out?

Each kit has a detailed **instruction packet** and contents list, accessible through the [Lending Library resource page](#). We recommend reviewing this in advance to ensure it meets your classroom needs.

## What if a kit is missing items when I receive it?

If you notice that a kit is missing any components or isn't functioning as expected, please email us right away at [midvalleystemctehub@linnbenton.edu](mailto:midvalleystemctehub@linnbenton.edu) so we can assist or replace items as needed.

## Can I make a recommendation for a new kit?

Absolutely! We love hearing from educators. If there's a STEAM topic, tool, or activity you'd like to see added to the Lending Library, email us your suggestion and how it would benefit your students.

## Can more than one educator from the same school borrow kits at the same time?

Yes! Multiple educators from the same school or district may borrow kits simultaneously. However, please coordinate to avoid duplicate requests for the same kit at the same time.

## Can I donate materials or funds to support the Lending Library?

Yes—thank you for your interest in supporting our work! We gladly accept **financial donations** to help expand and maintain our collection. You can contribute directly through our secure giving page: [midvalleystem.org/support-mvsch](https://midvalleystem.org/support-mvsch)

If you would like to **donate materials**, please email us first at [midvalleystemctehub@linnbenton.edu](mailto:midvalleystemctehub@linnbenton.edu) with a description of the items. Due to limited space and a commitment to high-quality instructional materials (HQIMs) aligned with our partner districts' STEM priorities, we are only able to accept select items that meet those criteria.

We deeply appreciate your generosity and commitment to equitable STEAM education in our region!