

Educator Lending Library Special Collection Notice

SPECIAL COLLECTION NOTICE

Because these kits include fragile and high-value items, the Mid-Valley STEM-CTE Hub (MVSCH) requires:

- A signed Special Collection Agreement (emailed after you place a hold), and
- A scheduled pick-up and return appointment.

Borrowers agree to complete a brief post-use reflection to help us improve curriculum and support.

Distribution & Access

- Appointments: Pick-up/return by appointment for Special Collection kits only at Hub Office.
- Agreement: Submit the Special Collection Agreement before pick-up (e-signature accepted).
- Loan term: 2 weeks; one renewal (2 weeks) if there are no holds.
- Checklists: Complete check-out and check-in inventories; report missing/damaged items within one business day.
- Condition: Return items clean, dry, and packed per the checklist.
- Fees: Borrower is responsible for repair/replacement and any late fees

Data, Photos & Curriculum

- **Post-use reflection (required):**
 - [5-minute Google Form](#) (class size, grade, time-on-task, what worked/what didn't).
- **Photos (optional but helpful):**
 - Share project/products (avoid student faces). If students appear, confirm district media permissions.
 - Upload to the shared Google Drive folder provided in your confirmation email.

Special Collection Kits

- Structure Testing Kit
- Young Filmmakers Kit

- Sphero BOLT
- Sphero indi Classroom Pack
- Sphero littleBits
- Chromebooks
- Tablet-dependent kits