

Education Lending Library Holds and Renewals Protocol

Updated for 2026

About the Educator Lending Library

The Educator Lending Library is a project of the Mid-Valley STEM-CTE Hub, a hosted program of Linn-Benton Community College (LBCC). The materials and equipment have been acquired and sustained through state, federal, and philanthropic grant funds to support **primarily K–12 public school educators and students** in STEM learning across Linn and Benton counties.

Although the Educator Lending Library is housed on the LBCC campus, it is not an LBCC-funded instructional or student service. There is no dedicated institutional or grant-funded staffing assigned solely to daily operations; access is capacity-limited and managed by Hub staff as availability allows. We endeavor to provide reasonable access within these constraints while prioritizing materials and equipment access to **K–12 public school educators and students**.

Users are responsible for appropriate care, handling, and timely return of borrowed items to ensure equitable access for other educators.

Holds/Check-outs

All initial holds on items must be placed through the Educator Lending Library's [online catalog, Libib](#). Allow up to two business days for the Educator Lending Library team to process this request and send you a confirmation email with a distribution date.

Distribution occurs **once per week on Mondays**. All items placed on hold by **Thursday of the prior week** will be processed for Monday shipment. Please plan ahead to ensure timely access for your classroom needs. The Educator Lending Library team is small and unable to fulfill last-minute requests for kit distribution. Allow until end-of-day Thursday for your kit to arrive at your district office for pick up.

Please note that K–12 public school educators receive priority access when demand exceeds supply. Borrowers outside this priority group may experience delays or limited access based on demand.

Special collection items checked out through the Educator Lending Library will be made available for pick up at the LBCC Library (6500 SW Pacific Blvd.) during their [normal business hours](#). Be prepared to show them proof of identification, to ensure the correct kit goes to the correct person. LBCC Library staff are **pick-up partners only** and do not process reservations, renewals, or condition checks. If you have questions about your kit, please contact the [Mid-Valley STEM-CTE Hub](#) for support.

Our standard checkout term is two weeks. If you require a kit for longer than the standard checkout term, please use the renewal process outlined below.

If planning for multi-classroom or multi-school use, please plan rotation schedules accordingly, as the Library cannot extend loans to accommodate serialized classroom use without renewals.

Renewals

After the initial check-out term, users are required to request a renewal of the loan for an additional two weeks. The renewal process can be done twice before an Educator Lending Library staff member needs to check on the condition of the items. Renewals are not guaranteed and are dependent on demand, kit availability, and waitlist status. K–12 public school educators receive priority renewal consideration.

Renewals beyond two loan periods require a staff verification of kit status to ensure completeness.

Borrowers must respond to communications from Library staff regarding kit status, missing components, or overdue items. Lack of response may delay renewal decisions or impact future access.

To request a renewal, [please fill out this form](#), and the Educator Lending Library Coordinator will be notified of your request. Allow up to two business days for a response. If you need to get in touch with the Lending Library staff, please email us at midvalleystemctehub@linnbenton.edu.

Returns

Please use the same method to return your kits as you did to pick them up.

Courier: Kits that were dropped off at your district office via courier must be returned to your district office to be picked up by our courier partner for returns. Simply move the red/magenta return address tag located under your library card on the lid of your kit to the top of the stack in that same pouch so that it is visible, covering your library card. After the return card is visible, either drop the kit back off at the district office or let your school courier know the kit needs to be returned to the district office.

LBCC Library: If your kit was picked up at the Linn-Benton Community College Library in Albany, please drop it off at LBCC's library. Leave the kit with a staff member at the circulation desk with the red/magenta return address card visible in its plastic pouch, placed on top of your library card.

Please return all components clean, dry, and organized as originally packed. Missing or damaged components should be reported at return so the Library can repair or replace them. Repeated loss, damage, or unreported issues may result in temporarily restricted access.

The Educator Lending Library reserves the right to recall items early in exceptional circumstances (e.g., safety issues, urgent instructional needs, or repair requirements).

Alerts

You will receive automatic notifications when your kit is nearing its due date and again if it becomes overdue. If the Educator Lending Library team has not received your kit within one week of its due date, staff will reach out directly via email.

Failure to return kits after multiple notice attempts may restrict future access. If extenuating circumstances arise (e.g., school closures, illness, or transportation barriers), please contact the Lending Library team so we can work with you on solutions.

Our goal is supportive, not punitive — timely communication simply ensures equitable access and stewardship of shared community resources.