

PACER Simon Technology Center (STC)
Lending Library Policies
September 2018

Statement of Purpose: The intention of the STC Lending Library is to provide an opportunity for consumers, parents, and professionals to preview a wide variety of educational programs and assistive technology devices. Over 1,500 selections are available for members to borrow and preview in their own home, or school settings.

A. Membership Agreement

Membership to the STC Lending Library is open to any resident who is:

1. A consumer with a disability with person responsible for any fines (self, parent, guardian or professional).
2. The parent or guardian of a child with a disability.
3. A professional, school, or organization serving students with disabilities.

STC Lending Library membership options for residents of Minnesota:

- \$200 annual membership for professionals or organizations.
- \$50 annual membership for parents, guardians, and consumers.
- \$10 First Steps membership for families, guardians and consumers.
- MN Star memberships (free) allow for loans of MN Star inventory.

STC Lending Library membership options for out of state members:

- \$250 annual membership for professionals or organizations.
- \$100 annual membership for parents, guardians, and consumers.

Payment is accepted by cash, check, credit card, or purchase order, made out to PACER Center. A completed application must be attached to the payment. Members in good standing wishing to renew should submit an updated application and membership fee. Each membership requires one contact person responsible for any fees incurred for lost or damaged items. No consumer, parent or guardian will be denied access based on inability to pay the membership fee. Memberships are non-refundable.

B. Borrowing Procedures

The one time First Steps memberships can borrow up to a maximum of four items at one time during a one-month membership. First Steps members may upgrade to an annual membership by paying the price difference of \$40. Annual family or individual memberships may borrow up to four items and four iOS apps at a time. Organization memberships may borrow up to eight items and eight iOS apps at a time. The loan period is four weeks. Members are able to renew an item consecutively one time, as long as there is not an active wait list for the item.

Members can reserve items on the Simon Technology Center's online inventory system. The library staff will contact them to further arrange the request. Members have a one-week period to retrieve reserved items. If the items are not available on the reservation start date, library members will be notified, and the one-week period will begin once items become available.

Members interested in borrowing equipment valued at \$300 or more will also be asked to complete a special loan agreement form including a credit card deposit for the value of the item borrowed. According to library staff's discretion, this policy may also be applicable for items valued under \$300.

PACER will ship items postage paid to library members residing in greater Minnesota. Packages valuing a total of \$99 or less will be mailed fourth-class library/media rate. Packages valuing a total of \$100 or more will be mailed with package tracking through a delivery service such as UPS ground. Members will receive notice from library staff when their items are mailed. Members have one week from the date PACER ships items to notify library staff of items not received or of missing/damaged contents. ***Library members assume full responsibility for any missing items not reported during that one-week period.*** Members are responsible for paying the entire cost of returning the items. Members are strongly encouraged to send their return items via certified mail. Items are considered the responsibility of the borrower until they arrive at the STC Library.

The open hours for the STC Library are noon to 7 p.m. on Tuesdays, 9 a.m. to 1 p.m. on Thursdays, and 10 a.m. to 3 p.m. on one Saturday a month. For a list of open Saturdays, visit www.pacer.org/stc/library or call the library telephone at 952-838-1400. Members are encouraged to visit the STC Library during open hours to check-out and return items. However, members may request items at **any time** via phone, mail, e-mail at stclibrary@pacер.org, or our online database at <https://STClendinglibrary.myturn.com/library/inventory/browse>. Additionally, library appointments may be scheduled for regular business hours Monday through Friday, 9 a.m. to 4 p.m. ***Please contact library staff at least one business day in advance to request an appointment.*** Members can expect a response to their requests and inquiries from library staff within 1-2 business days.

C. Fines

Members cannot check out any items if they have overdue items or unpaid fines. Members with overdue items will receive two reminders—one automatic email, and one email from the library staff and then be billed for the replacement cost of the item, at a minimum of \$50. Memberships will be cancelled 2 months after bill is issued if not paid in full or items are not returned. The full cost of the membership fee will be required to reinstate the membership after overdue items are returned or paid in full.

Each software or hardware package has an item label, attached to the item packaging or a yellow card insert in the packaging, which lists all the included contents (items, parts, and pieces). Members are responsible for returning each package in the same condition as it was loaned. If any item contents are damaged or lost, return the packaging and all remaining contents you have, including damaged contents. The member will be billed as necessary to restore the item to full functioning condition. Please contact library staff immediately if an item does not function properly.

D. Copyright Compliance

The STC Library abides by all lending and copyright laws governing the unlawful duplication of copyrighted computer software, manuals and assistive technology devices. It is the member's responsibility to remove software from the computer hard drive before returning to PACER. It is illegal for members to copy software in any manner. Memberships will be terminated immediately for violating this policy and may be prosecuted by law.

E. Liability Statement

In using STC Library items, members understand and agree that the item is provided "as is" without warranty. In no event shall the STC be liable for any consequential, incidental or special damages arising from the use or inability to use items borrowed. We encourage you to purchase your own copy of a virus protection program.

By signing the membership application form, you agree to abide by all STC Library membership policies. Members who fail to read or follow policy will have their memberships terminated.

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STAFF USE ONLY

Member # _____

Renewal Date _____

Postcard Date _____

Amount \$ _____

Cash Check Credit Card

STAR Grant Other _____

Lending Library Membership Application
PACER Simon Technology Center (STC)

CONTACT INFORMATION

RESPONSIBLE PARTY (for any fines): _____

ORGANIZATION (if applicable): _____ ISD: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

HOME PHONE: () _____ CELL PHONE: () _____

WORK PHONE () _____ EMAIL ADDRESS: _____

PREFERRED METHOD OF CONTACT: _____

MEMBERSHIP INFORMATION

A consumer with a disability.

Consumer's name: _____ Birth date: _____ Disability: _____

A child with a disability.

Child's name: _____ Birth date: _____ Disability: _____

An organization. Other professionals to be included:

I am renewing my membership and my membership ID number is: _____

The PACER Simon Technology Center's Lending Library is open to anyone in the United States with an annual membership fee for consumers, parents, professionals, schools, and organizations. Below are the types of library memberships that are available (check one).

Please attach your payment to the application and make checks payable to the PACER Center.

Memberships for residents of Minnesota:

- \$200 for professionals and organizations.
- \$50 for parents and consumers.
- \$10 First Steps Membership (for new members only): a one-month membership that lets you borrow 1-4 items to see what the library has to offer. To borrow more items, a full membership is required (with the \$10 First Steps fee being applied towards a full membership).
- The MN STAR membership is **free** and allows access to items that are provided by the MN STAR Program, a limited subset of inventory.

Memberships for out of state members:

- \$250 for professionals or organizations.
- \$100 for parents, guardians, and consumers.

Please check all of the types of technology you have access to:

- | | | | | |
|------------------|-------------------------------|---|---|------------------------------------|
| Mac computer | <input type="checkbox"/> 9.x | <input type="checkbox"/> 10-10.3 | <input type="checkbox"/> 10.4-10.6 | <input type="checkbox"/> 10.7-10.9 |
| Windows computer | <input type="checkbox"/> XP | <input type="checkbox"/> Vista | <input type="checkbox"/> Windows 7 | <input type="checkbox"/> Windows 8 |
| Tablets | <input type="checkbox"/> iPad | <input type="checkbox"/> Android Tablet | <input type="checkbox"/> Windows Tablet | <input type="checkbox"/> Kindle |

By signing below, I agree to assume responsibility for this library membership, including responsibility for any item that is lost or damaged while borrowed under my membership.
By signing this document, I am also stating that I have read, understand, and will follow Library Policies. I acknowledge that failure to follow the Library Policies will result in membership cancellation.

Responsible Party Signature

Date

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Tennessee Notice

Because you are requesting a loan of assistive technology services, we are asking you to provide information about yourself on this form. If you are requesting services on behalf of another, we will need additional information about that person. The MN STAR Program, who provided funds for items in the lending library, will use this information to administer and evaluate this program. Providing this information is voluntary and will allow you to receive these services. You can choose not to provide this information.

Any data that identifies you will be protected as private data. We can only share the information as described in this notice or with your permission.

By law, information can be shared with the Legislative Auditor and the Attorney General in the case of litigation. Information you provided would also be shared or released if a court orders it or a future state or federal law requires it.

The MN STAR Program is requiring your agreement in order to loan out assistive technology purchased with their funds. Your signature on this form indicates your agreement for the next year or until your membership expires. We will annually update this agreement. For each library item you borrow, there will be a survey provided by STAR which you must return.

By signing below, I indicate that I have read and understand the Tennessee Notice and that my information may be shared with the MN STAR program.

Library Member

Date