

## Check Out Policies for Nebraska Master Naturalist Resource Materials

How many resource materials can I check out?

You may have up to 5 items checked out at any one time.

How can I get the materials I want?

You can pick them up at the NMN Program Office in Lincoln, which is where the resource materials are kept. You may also have the items sent to you, but this will require arrangements for payment of shipping costs and a signed Check Out Policy form.

Can someone else pick up my items?

Another person may pick up your items. Just make arrangements with the NMN Program Office. It needs to be clear who is responsible for the prompt and safe return of the items.

How long can I have items checked out?

The initial check out period is 30 days, it is possible to renew your checkout for two additional periods of 30 days without returning the item.

How can I renew items?

Items can be renewed for two additional 30-day periods unless the item has a hold on it, meaning that someone else is waiting to check it out. Items may be renewed by phone or e-mail. After three months, the item must be returned and can be re-checked out again once it has been given a "clean bill of health", usually this would be within a few days.

How do I place a hold on an item that is checked out?

You may place holds, or reservations on materials via phone or email.

What if an item I check out is lost, stolen, or damaged while I have it?

Master Naturalist are responsible for library materials they check out. The NMN Program expects reimbursement for lost, stolen or damaged items within 30 days after the end of the check-out period. The reimbursement can be financial (replacement cost) or simply replacement with a new version of the same publication. Issues regarded non-returned materials need to be resolve in order for the NMN to continue checking out materials.

How do I return items?

You, or someone you designate, can return your items to the NMN Program Office during office hours or you can send them back by U.S. mail or a private carrier.

I have read and understand the above policy,

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

