

UNM STEM-H Center for Outreach Research & Education

Resource Center Lending Policies & Procedures

In support of STEM education in the state of New Mexico, the UNM STEM-H Center maintains a Resource Center to provide access to materials and technology that otherwise may be too expensive for area educators and/or youth organizations. There is no charge associated with using these materials and equipment.

- All requests for equipment must be made at least 3 business days in advance by email (stemed@unm.edu) or by calling 505-277-4916. Materials are available on a first come, first serve basis. Special circumstances may be accommodated.
- The standard loan period is two weeks, defined as the day borrowed to the same day of the week two weeks later. Loans may be extended providing there is no waiting list and that an extension will not interfere with an existing reservation.
- The borrower(s) is responsible for arranging pick-up and drop-off of borrowed items. Special arrangements may be made for delivery and pick-up of items by the Center staff on a case by case basis and within a 25 mile radius of UNM.
- Training for certain items may be required before the borrower is allowed to check them out. The Center will provide periodic training classes for these items.
- The loaned equipment remains the property of the UNM STEM-H Center and must be returned in the condition in which it was borrowed. While the Center is responsible for inspection of equipment during check-out and check-in, it is the expectation and responsibility of the individual borrowing the equipment to check for damage and/or missing pieces before leaving and to report missing and damaged equipment upon return.
- The equipment may not be loaned, sold, or otherwise disposed of, or used by other persons than the borrower/intended user(s), without express written approval of the UNM STEM-H Center. The Center shall not be liable for any claims, liabilities, damages, losses, costs, expenses (including but not limited to settlements, judgments, court costs and reasonable attorney's fees, fines and penalties) arising out of the use of an item borrowed.
- The individual borrowing equipment assumes full responsibility of the equipment and will be held accountable for the cost of lost or damaged items while in his/her possession. S/he will be charged for any damage or loss to the extent that further usage is impaired or impossible without replacement or repair. Individuals are forbidden to give equipment to others while it is signed out

Failure to comply with the terms of this agreement may prevent future eligibility for loans and other services of the UNM STEM-H Center.

