

**PACER Simon Technology Center
Library Policies**
Please read carefully and retain for reference.

Statement of Purpose:

The intention of the STC Library is to provide an opportunity for consumers, parents and professionals to preview a wide variety of educational software programs and popular assistive technology devices. Over 2,500 selections are available for members to borrow and preview in their own home or school settings.

A. Membership Agreement

Membership in the STC Library is open to any Minnesota 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 or organization serving students with disabilities.

There is an annual membership fee for parents, guardians, and consumers of \$50, and \$100 for professionals or organizations. Payment is accepted by cash, check, credit card, or purchase order, made out to PACER Center. A completed application must be attached to 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.

B. Borrowing Procedures

Family or individual memberships may borrow three pieces of software or hardware at a time. Organization memberships may borrow five pieces of software or hardware at a time. The loan period is four weeks. Members are able to renew an item consecutively one time, pending there is not an active wait list for the item.

Members may be put on a wait list for currently checked out items. Once the item is available, the member will be notified of a one week grace period to retrieve the item.

Members wishing to have an item held for later pickup or mailing may request the item up to one week in advance.

Members interested in borrowing equipment valued at \$300 or more will also be asked to complete a special loan application form including a credit card deposit for the value of the item borrowed. According to PACER STC 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 FedEx 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 software 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 6 p.m. on Tuesdays, and 10 a.m. to 4 p.m. on Saturdays. Members are encouraged to visit the STC Library during open hours to check-out and return items. However, members may request items any time via phone, mail, or e-mail at stclibrary@pacer.org.

C. Fines

Members cannot check out any items if they have overdue programs or unpaid fines. Members with overdue items will receive two reminders, 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 not returned. 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 a contents sticker, attached to the item packaging or a yellow card insert in the packaging, which lists all the included items. Members are responsible for returning each package in the same condition as it was loaned. If an item is damaged or lost, return the packaging and damaged item, if available. The member will be billed for the replacement of that item, at a minimum of \$50. Please contact Library staff 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 member's responsibility to remove software from the computer hard drive before returning to PACER. It is illegal for Library 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 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 cancelled.