

STAFF USE ONLY		
Member #	_____	
Renewal Date	_____	
Postcard Date	_____	
Amount \$	_____	
<input type="checkbox"/> Cash	<input type="checkbox"/> Check	<input type="checkbox"/> Credit Card
<input type="checkbox"/> STAR Grant	<input type="checkbox"/> Other _____	

PACER Simon Technology Center Lending Library Policies

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 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 to the STC Lending 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.

STC Lending Library memberships:

- \$100 annual membership for professionals or organizations.
- \$50 annual membership for parents, guardians, and consumers.
- \$10 First Steps membership for families, 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.

B. Borrowing Procedures

The one time First Steps memberships can borrow up to a maximum of three items during a one month membership and may potentially renew their items once. 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 at a time. Organization memberships may borrow up to six items 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 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 7 p.m. on Tuesdays, and 10 a.m. to 3 p.m. on select Saturdays. For a list of open Saturdays, visit www.pacer.org/stc/library or call the library telephone at 952-838-1370. 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 library appointments may be scheduled for regular business hours Monday through Friday, 8 a.m. to 5 p.m. Contact STC Library staff 24+ hours in advance to request an appointment.

C. Fines

Members cannot check out any items if they have overdue items 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 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 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 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 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.

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Renewal Date _____

Postcard Date _____

Amount \$ _____

Cash Check Credit Card

STAR Grant Other _____

Lending Library Membership Application

PACER Simon Technology Center

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

An adult with a disability.

Adult'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 any Minnesota resident with an annual membership fee for parents, consumers and professionals. No family or consumer will be denied access based on the inability to pay the membership fee. Below are the types of library memberships that are available to parents, consumers and professionals (check one). Please attach your payment to the application and make checks payable to the PACER Center:

\$100 for professionals and organizations.

\$50 for parents and consumers.

\$10 First Steps Membership (for new families/individuals only): a month long membership that lets you explore 1-3 devices to see what the library has to offer. Additional check outs require a full membership (with the \$10 First Steps fee being applied towards a full membership) to help support the Lending Library and other services.

The MN STAR membership is **free** for parents, consumers and professionals and allows access to items that are provided by the MN STAR Program, which is a limited amount of inventory.

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 Lending 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 the Lending Library Policies. I acknowledge that failure to follow the policies will result in membership cancellation.

Responsible Party Signature

Date