

Culture Box

STANDARD BORROWING POLICIES

Who may use the Lending Library and Culture Boxes

This service is open to any educator at a public or private elementary school, middle school, high school, college or university in the United States. Lending materials to individual students and/or student organizations requires the sponsorship of a faculty member. Contact CLAS if you have any questions about your eligibility for this service.

Basic Regulations

- All users must agree to the terms and borrowing policies before submitting a request. Upon submitting a request the user agrees to follow all regulations outlined in the Standard Borrowing Policies and agrees to pay for the replacement of lost or damaged materials.
- Your request for materials must be received by CLAS at least 14 day before the day you plan to use them. Be certain to fill out the form completely; any orders which do not contain all of the necessary information will not be processed. You will receive written receipt confirmation for all requests and be notified if an item is unavailable.
- All users are limited to a total of ten items (or two culture boxes) a semester.
- Any item not received in the CLAS office within five days of its due date will be considered overdue. The borrower is responsible for allowing sufficient time for return shipment. Our items are in high demand and this aids in fulfilling requests in a timely manner.
- The borrower will be held responsible for lost, damaged or unreturned materials. If you return your item through the mail, you must insure all US Mail returns, and keep all insurance or UPS receipts for at least 90 days as proof of shipment. For the Culture Boxes, they must be insured for at least \$200.

Overdue materials

The due date is the date on which an item should be received by the Center for Latin American Studies. The first time a user fails to return materials within five working days of the due date will result in a warning. If more than five working days late and the first offense OR the user is late returning materials a second time, then the user may have his or her borrowing privileges suspended two semesters.

Lost or Damaged Materials

Users are responsible for the replacement cost of any materials lost or damaged while in their possession or during the return shipping process. To protect yourself, please be sure to insure items (at least \$200 for Culture Boxes).



*Center for Latin
American Studies*

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