# **Policies and Procedures**

1. All S.T.E.M. Kits must be checked out by an adult, patrons 18 years in age and over, at the children’s desk.
2. Kits are to be used by children within the prescribed age range. Adult supervision is required.
3. Only one kit is permitted per family at a time.
4. All kits are checked out for two weeks and can be renewed if there are no hold requests. Overdue fees are $5 per day past the due date.
5. Holds may be placed on the kits, and then be picked up at the children’s desk when the kit is available for checkout.
6. These kits are intended for home use. Use in a classroom or other group setting requires direct adult supervision.
7. Materials which must stay in designated folder are marked as so, other worksheets can be kept by the patron.
8. Library personnel reserve the right to inspect the kits in front of the patron before and/or after checkout.
9. The library cardholder is responsible for the contents of the kit. Each kit contains a detailed list of all items in the kit and the replacement costs. Any damage or loss will result in assessed fees.