

## Nature to You Loan Program Membership Application

Please fill out the application below, if you have any questions, please call 619-255-0236 or email [loanprogram@sdnhm.org](mailto:loanprogram@sdnhm.org)

### SECTION 1 - All members complete

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Driver's License # \_\_\_\_\_ Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

Please list names of persons who may also use your membership (authorized users):

\_\_\_\_\_

### SECTION 2 - If a school or organization, please complete

Organization Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Organization Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Position \_\_\_\_\_ Number of students (estimate) \_\_\_\_\_

Is your school or program year-round? Yes No Is your school Title 1? Yes No

**In signing this form, I agree to adhere to all Nature to You Loan Program Rules as outlined in the Membership Policy and Teacher Kit Guidelines. I accept responsibility for all specimens entrusted to me, as well as those entrusted to all persons listed on my membership through the Nature to You Loan Program. This includes all damage fees and fines incurred.**

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

#### **To be completed by NTY Loan Program Staff**

Member Number \_\_\_\_\_

Membership Policy Completed \_\_\_\_\_

Teacher Kit Policy Completed \_\_\_\_\_

**Nature to You Loan Program**

**San Diego Natural History Museum**

**1788 El Prado, San Diego, CA 92101**

**619.255.0236 | [loanprogram@sdnhm.org](mailto:loanprogram@sdnhm.org)**

**[sdnat.org/specimenssearch](http://sdnat.org/specimenssearch)**

## Nature to You Loan Program Membership Policy

### Hours of Operation

- **September 6, 2022 – June 1, 2023:** Open Monday to Thursday, 2 - 5 PM
- **Summer 2023 Schedule:** Open Wednesdays 2 - 5 PM
- Closed most school holidays. ***Please check website for the most updated hours and for a full list of closure dates.***

### Loans

A current Nature to You Loan Program membership with no outstanding fines is required in order to borrow specimens.

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Annual Membership fee is \$100 and is good for one calendar year from the date of activation. It allows for a maximum of seven specimens to be borrowed over a two-week period. No more than one bird of prey, one mammal, and one reptile allowed during any one loan. There is no limit to the number of loans permitted per year of membership. One Teacher Kit checkout included with annual membership.

One-Time Borrowing fee is \$30. It is limited to four specimens for a maximum duration of one week.

### Reservations

A current Loan Program membership with no outstanding fines is required in order to place an advanced reservation.

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Reservations may be made up to 30 days in advance of the pick-up date. Up to three specimens may be put on hold in advance. No more than one bird of prey, one mammal, and one reptile per reservation. Reservation will be cancelled if not picked up on reservation date and will result in the loss of reservation privileges.

\_\_\_\_\_  
Member Last Name

### Specimen Returns

Materials must be returned to the Loan Program during hours of operation. Borrowers who leave materials with non-Loan Program staff or during non-operating hours will be charged a \$20 service fee, which must be paid before any additional material may be borrowed.

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**Initial**

*Late returns incur a \$2 per specimen, per day fine.* This fine must be paid before any additional material is borrowed. After 30 days, membership becomes void and the membership cannot be renewed for a calendar year from the date of the late return. At which time, you will be invoiced for the late fine as well as the replacement value of each specimen. Accumulation of three or more fines over the course of an annual membership will result in cancellation of the membership and forfeiture of the membership fee.

### Specimen Damage

Members are financially responsible for all Nature to You Loan Program materials while they are checked out in their name. All damage and replacement costs are determined by the Loan Program Manager, and must be paid in full before any additional materials may be checked out. Continued damage will result in a cancellation of membership with the Loan Program and the membership fee is forfeited.

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**Initial**

**Thank you. Your support of these policies helps keep our program running smoothly for all our members.**

\_\_\_\_\_  
Member Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member Signature

### Nature to You Loan Program

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[sdnat.org/specimenssearch](http://sdnat.org/specimenssearch)

#### To be completed by Loan Program Staff:

Member Number \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Teacher Kit Policy

Thank you for your interest in borrowing a Nature to You Teacher Kit/Climate Science Traveling Trunk from The San Diego Natural History Museum (The Nat). We strive to provide an engaging and educational experience for students and educators. To ensure the best experience possible, please review the following information before checking out Teacher Kits.

### General Information

Kits/Trunks are available all year from The Nat. Requests for Kits/Trunks are filled on a first-come, first-serve basis, and are not limited to the 30-day advance reservation limit as for specimens in the Loan Program. The Nat has a limited number of kits, so please be sure to make your reservation early. All Teacher Kits and their descriptions can be found on our website.

Fees: **\$30.00 per kit** (must be paid for upon pick-up). You must have an active NTY Membership (\$100/year) to be able to check out a Teacher Kit - one free kit is included with membership.

### Loan Information

- Teacher Kits may be reserved by email at [loanprogram@sdnhm.org](mailto:loanprogram@sdnhm.org) or phone (619-255-0236)
- All Teacher Kits must be picked up and returned to the Loan Library during open hours.
  - **Hours of Operation**
    - September 6, 2022 – June 1, 2023: Open Monday to Thursday, 2 - 5 PM
    - Summer 2023 Schedule: Open Wednesdays, 2 - 5 PM
    - Closed most school holidays.
    - Please check our website for details - [www.sdnat.org/specimenssearch](http://www.sdnat.org/specimenssearch)
- Kits/Trunks may be borrowed for a period of up to two weeks.
- A fee of \$10 per day will be charged for all overdue kits.
- Kits/Trunks may be picked up and returned by an authorized representative of the Borrower with a valid ID.

### Care and Handling

- All materials provided in the Kit/Trunk are for educational use only. Please use care in handling the specimens provided and be mindful of the stated guidelines and conditions.
- Please remind students that all items in the kit are not toys and should be examined and used carefully.
- Please store all kit materials in the storage boxes provided when not in use.
- Kits/Trunks must be able to be stored securely when in possession of the Borrower.

\_\_\_\_\_  
Member Last Name

- If an item is broken while in the Borrower's possession, please remove it from use to avoid injury. This broken item must be returned to The Nat when the Kit/Trunk is returned. There is a fee for all broken or damaged items.

### **Borrower Responsibilities**

- Borrowers should take inventory of all materials upon pick up and before return of the kit/trunk.
- If a specimen is broken or otherwise damaged while in the Borrower's possession, please DO NOT ATTEMPT to repair it. Make a note of the damage and return all the parts of the item to The Nat so that it can be repaired appropriately. If the specimen is irreparable, you will be liable for its full replacement cost.
- Missing or stolen kit materials are subject to full value replacement cost. Missing Educator Guide notebook is subject to a \$20 replacement fee.

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**Initial**

For any questions or concerns regarding Teacher Kits, please contact the Loan Program at 619.255.0236 or by email at [loanprogram@sdnhm.org](mailto:loanprogram@sdnhm.org).

**Thank you. Your support of these policies helps keep our program running smoothly for all our members.**

\_\_\_\_\_  
Member Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member Signature

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