



## Lending Library Check-out Procedure

1. Locate your kit through STE website- [steonline.org](http://steonline.org)
2. Contact STE school Representative
3. Complete contract
4. Allow one week to receive materials
5. Check through kit for all materials before signing contract
6. Return to site rep. on date indicated
7. Check kit inventory, with site rep, before returning (you are responsible for any missing materials not consumable)
8. Optional- Write a short note letting STE know if the kit was useful in your instruction- These letters can be used to obtain grants for the maintenance and purchase of new kits