

February 11, 2022

Hello Educators,

The Oregon Coast STEM Hub has educational resources that you can borrow without cost. Each of the Oregon Coast STEM Hub's **Resource Trailers** has a **Library Administrator** who would like to help you use this resource during the 2021-22 school year.

Since Fall 2020, we have been using an online checkout system called Lend-Items.

Get Started

Basic information about Oregon Coast STEM Hub resource trailers can be found in the FOR EDUCATORS section of the Oregon Coast STEM Hub website under [Borrow Materials](#). Share this page with your coastal colleagues so they can sign up to access STEM materials as well.

Ready to access Lend-Items?

1. First, request access to the Lend-Items trailer by going to the [Borrow Materials](#) and clicking on the **Request Access button** for the trailer you wish to access. Sign up for the trailer that is closest to your location.
2. After you fill out the Request Access Google Form, allow up to 48 hours for us to put your information into the Lend-Items inventory system. Once you've been added, you will receive an email from Lend-items asking you to sign in to your account. If you don't get an invitation within 48 hours and it's not in your spam folder, please contact OregonCoastSTEM@oregonstate.edu.
3. Follow the link in the email invitation and sign in to the Lend-Items library using your email address and a password that you choose. Or, you may choose to sign up using a third party app such as Google, Facebook, or Yahoo.
PRO TIP: Save your login information so you can easily access the inventory again.

NOTE: The **next time** you want to visit the trailer, just go to <https://lend-items.appspot.com/login.jsp> and sign in. If you forgot your password, there's an option to reset it.

Coos Trailer	<p>Check out materials for up to 2 weeks. Pick up and return materials from the South Coast ESD in Coos Bay. To get started, click the button to request access.</p> <p>Request Access to COOS checkout</p> <p>Already registered? Sign In</p>
Curry Trailer	<p>Check out materials for up to 2 weeks. Pick up and return materials from Riley Creek School in Gold Beach. To get started, click the button to request access.</p> <p>Request Access to CURRY checkout</p> <p>Already registered? Sign In</p>

RECAP:

The *first* time you approach the trailer, you need to Request Access.

After that, all you need to do is Sign In.

Ready to explore the inventory?

Once you are in the Lend-Items checkout system, explore the Dashboard. The menu at the left gives you the same options as the four circles at the top:



The computer screen icon is your Dashboard or Home page.

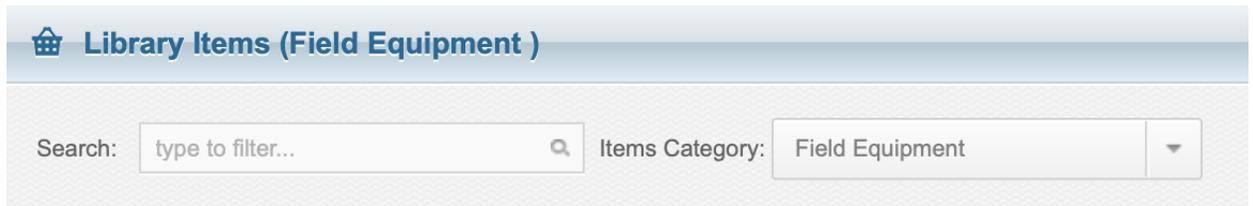
The stacked squares icon is the Inventory list.

The newspaper icon shows your Borrowing History.

The speech bubbles icon is for Help. Those emails go to me!

To begin, explore the inventory by clicking on the stacked squares icon.

IMPORTANT: The inventory items are grouped into **five categories**: Books, Classroom Kits & Materials, Field Equipment, ROV Equipment, and Vernier Equipment. Check the **Items Category** setting to make sure you are seeing everything that is available. If your list looks like the image below, you will *only see the Field Equipment*, and may not realize that there are other items available! You can reset the dropdown menu to “All” to view all categories at the same time.



You can also use the Search bar to find something you're looking for by name within the selected category.

Ready to book an item? Use the **Book it** button on the right of the item you'd like to borrow.

1. Select the dates on the calendar that you would like to borrow the materials.
 1. Most items can only be checked out for a maximum of 14 days. If you need the materials for longer than 14 days you may be able to renew the reservation later, as long as no one else has requested to borrow the materials.
 2. Please request materials several days before you actually need them so we have time to prepare your order.
 3. Also, give yourself enough time in your reservation to obtain and to pack up and return the materials.

2. Once you've selected your reservation dates, they'll be highlighted on the calendar in blue. Use the **Remark** section to write any notes or questions to the Library Admin.
 3. To confirm your reservation, click the **Book it** button at the bottom of the page, and then confirm your reservation by clicking **Ok**.
- Everyone gets an email! You'll get a confirmation email, and the Library Admin will get one, too.
 - The Library Admin will communicate with you about how/where/when to obtain your materials.
 - You'll get automatic reminder emails related to this item when you should be expecting your item(s) to arrive, return the item, if the item is overdue, and when it has successfully been returned. If something doesn't look right, please contact your Library Admin.

Booking multiple items?

Read the item description carefully to know what you'll be getting. Some items come in groups (e.g., one box of 8 binoculars). Others are singular, so if you want *three* Vernier temperature probes, you need to book each one separately.

Be aware that an automatic email will be generated for each item you reserve (sorry!). Fortunately, the Library Admin can check out items that have the same lending period into ONE reservation. Fewer emails!

Transporting Materials

1. Materials can be picked and returned from the location where the trailer is stored. Additionally, in Lincoln County materials can be delivered to your school through the LCSD courier service.
2. When you return borrowed items, please make sure they are in good condition for the next person:
 1. In good condition
 2. Clean and Dry
 3. Organized and all parts are accounted for
 4. In its container, and if going through a courier, labeled with its destination

If you encounter problems with the item you borrowed, please let us know:
OregonCoastSTEM@oregonstate.edu