POLICIES & PROCEDURES

**About the Inventory:** The VolsTeach inventory is a collection of over 7,000 unique items designed to support student learning and teaching practice for the VolsTeach program. The growing collection features a wide range of materials that include, but are not limited to:

* technical equipment and instruments (microscopes, calculators, LabQuest devices, probes, sensors, projectors, document cameras, etc.)
* books, magazines, journals, and textbooks (including lab and teacher manuals)
* labware (beakers, flasks, test tubes, etc.)
* math manipulative objects for classroom modeling purposes (i.e. pattern blocks, Legos, Tinker Toys, fraction kits, Algeblocks, Conic Section Model, etc.)
* general science materials (i.e. soil, rock samples, chemicals, DNA Model, Mitosis/Meiosis models)
* consumable materials and general office products (paper, glue, markers, crayons, etc.)

**Mission:** The primary goal of the library is to provide VolsTeach students and staff access to materials and equipment to support learning and teaching within the STEM disciplines. To insure the inventory is sustainable for long term student and faculty use, maintaining and preserving items in good workable condition is a top administrative priority.

**Location:** 119 Greve Hall

**Business Hours:** Fall Semester 2013 normal business hours are Monday – Friday, 8:30am – 5:30pm. Some weekend and evening hours are made available, but these change each semester based on VolsTeach class need. Call the library at 974-9226 to check for additional hours.

**Checking Out Inventory Items:** VolsTeach inventory items may be checked out from the CEEMS Library during regular business hours. The checkout area is located in Room 119 at the Student Desk Area (located near the tall black file cabinets). The Materials Manager and VolsTeach student assistants are available to help students locate materials for their teaching assignments.

**Checkout Process:** The process consists of the following general format:

1. All VolsTeach classes require instructor approval for student lesson plans. As part of that process, students create a “Materials List” to submit to the Instructional Materials Library.
2. After obtaining instructor approval, students need to bring both their UT ID card and their Materials List to the Instructional Materials Library (Greve 119) to begin assembling their own boxes. Please be aware that preparing materials for teaching lessons can be a time consuming process, and ample time should be allotted for each teaching module. During peak periods of student teach times in the schools, the Instructional Materials Library is a busy place, and VolsTeach students and staff are **encouraged to plan accordingly**. Depending on the lesson plan and items needed, materials may need to be gathered, assembled, constructed, and/or purchased. Advance planning and notice will make the process more efficient for everyone involved, and more importantly, to help insure that materials will be available when needed.
3. Note: At the beginning of the semester, each teaching team will check out a storage bin (from Room 119) to use for the entire semester. These will be stored in your VolsTeach classroom when not in use. The course instructor will provide specific details regarding bin storage areas in the classroom. The bin will be returned to Room 119 and checked in after the student’s last teach session.

**Duration of Checkout Period:** Depending on what inventory item is to be checked out, there are two different loan periods, and one general rule to observe. First, items classified as “technology” (i.e. LabQuest, monitors, probes, sensors, ipads) or delicate scientific equipment like microscopes and balances have a 24-hour checkout time frame. The second loan period, for all other inventory items is for a 1-week period. However, due to peak periods of inventory usage creating “traffic jam scenarios” with our inventory (i.e. when multiple VolsTeach teams are out in schools presenting lessons) returning materials within 24 hours of classroom teaching sessions (or by due date, whichever is sooner) is the “general rule” for all borrowing activities.

Loan Periods:

* 24 hours – technology items and delicate scientific instruments
* 1 Week – practically everything else in the inventory

General Rule:

* RETURN ITEMS WITHIN 24 HOURS OF COMPLETING CLASSROOM TEACH SESSIONS (or by the due date, whichever is sooner)

Note about Weekends/Holidays: Weekends/Holidays are considered one business day. For example, a student checks out technology materials (24 hour check out) on Friday 3:30 pm for a teaching session in the schools on Monday. They have until 3:30 pm Monday afternoon to return the materials.

**Check In Process:** Items must be returned to the Instructional Materials Library (Room 119) during normal business hours. The library is open Monday through Friday, 8:30am-5:30pm, except recognized holidays and emergency closure due to inclement weather. Items must be returned to either the Materials Manager or a Student Assistant in the VolsTeach Library. **Items must be returned in the same condition in which they were checked out (i.e. labware is clean,** **items checked out as sets are returned as sets, items packaged in box are repackaged in box, etc.).** Students will check in their materials, but are NOT responsible for putting items away. When items have been checked back in, a printed copy (receipt) stating the items have been returned will be issued to the borrower.

**Fines/Replacement Charges:** Many entities that borrow materials charge late fees by the hour or by the day for overdue materials. However, VolsTeach is an Honors Program and places great trust in the students and faculty to return items when they are due. As a result, there are no late fees affiliated with our inventory. However, borrowers need to be aware of two important points regarding returning items on time:

1. Many VolsTeach courses have returning items on time as part of the course grade.
2. Late materials severely inhibit the program’s ability to provide access to teaching materials for VolsTeach students and faculty. As a result, within 2 business days of materials becoming overdue, a hold may be placed on the borrower’s account. Within 5 business days, the Bursar’s Office may be contacted indicating the amount of replacement charges owed by the borrower.

**Damaged Items:** In the event that item(s) are damaged while in a borrower’s possession, VolsTeach may charge the borrower replacement charges. Cases will be reviewed on an individual basis.

**Inventory Lists:** Inventory lists are available for students and faculty to view on the following pages. Inventory categories in this document are labeled as follows:

* Books & More
* Biology in a Box
* General Science
* Labware
* Math
* Technology

Please note, it will save you time if you familiarize yourself with the inventory and have an idea how to use the equipment before actually checking it out for your experiment/teaching session.

**Policy & Procedure Changes:** CEEMS/VolsTeach offers these operation guidelines to promote optimal use of materials and that adjustments to operation protocol and timeframes may be made at any time with due consideration for all student and staff usage.

**Contact Information:**

CEEMS Instructional Materials Library

Greve Hall, Room 119

865-974-9226 (Checkout Desk)

865-974-9132 (Kara Remington, Materials Manager)

kremington@utk.edu

[www.volsteach.utk/library.html](http://www.volsteach.utk/library.html)

Rev/03-26-13/KMT