

HOLOCAUST LEARNING TRUNK PROJECT

Trunk Loan Terms and Requirements

Loan Requirements

1. Facility

- a. The host facility must adhere to all of the following requirements:
 - i. The trunk must be displayed/stored in a dry location.
 - ii. The trunk must be displayed in a facility in accordance with local fire ordinances.
 - iii. No smoking, food, chewing gum, or drinks are allowed in display area. The host must strictly prohibit such items.
 - iv. The trunk must be displayed/stored in a secure, staff-supervised location during open hours.
 - v. The trunk must be displayed/stored in a secure, locked location during closed hours.
- b. The trunk cannot be removed from the host facility at any time during the loan period.

2. Display

The trunk must be housed in the media center during the loan period. The media specialist is responsible for ensuring that the trunk contents are only removed from the trunk for use by educators in the school.

3. Evaluations

All educators who accessed the materials within the trunk are required to submit an online evaluation within 14 days of the end date of the loan period.

- a. Failure to submit an evaluation within 14 days of the end date of the loan period will result in a charge of \$50 to the school.

Loan Terms

1. The loan period for a trunk is 3 weeks. If an extension beyond that loan period is required it must be approved by the Georgia Commission on the Holocaust via the online request form.
 - a. To request an extension beyond the requested end date after an online request form has been submitted, contact Emma Ellingson at emmaaellingson@gmail.com.
2. The trunk must be returned to the agency responsible for housing the trunk within 24 hours of the agreed loan end date.
3. The school to which the trunk is being loaned is responsible for any damage to the trunk or the contents within that occurs during the duration of the loan period.
 - a. If any damage occurs, the responsible party must contact Emma Ellingson at the Georgia Commission on the Holocaust immediately to report via e-mail to emmaaellingson@gmail.com.

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- b. Repairs or replacement will be coordinated by the Georgia Commission on the Holocaust. The school will be invoiced for the cost of repairs or replacement.
- 4. The Georgia Commission on the Holocaust is not responsible for the transportation of the trunk between the agency housing the trunk and the school to which it is being loaned. The educator, school, school district, or agency housing the trunk is responsible for coordinating the transportation and any associated costs.
- 5. The educator, school, or school district is responsible for printing or copying necessary pages from the Teaching Guide provided with the trunk and online.

I agree to the terms and requirements as stated above.

Signature

Date

Name

Title

Phone

School

District