



### **Early Human Skull Replicas Circulation and Use Policy**

In January 2017, Otis Library hosted the exhibit “Exploring Human Origins: What Does It Mean to Be Human?” in conjunction with the John Templeton Foundation, the American Library Association, and the Smithsonian Institution. Five early human skull replicas were donated to the library’s collection for use by local teachers of public and private educational institutions for instructional purposes only. This set may be borrowed according to the following rules:

1. The five skulls are replicas of the following early hominids: Australopithecus africanus, Homo rudolfensis, Homo erectus, Homo heidelbergensis, and Homo sapiens. In addition to skull replicas, contents also include information sheets about each specimen, information about the production of the replicas, and photographs of how specimens should be positioned and stored in the case. This material is contained in a heavy, portable case.
2. Contents are a set and must be borrowed as such; individual items may not be separated from the set. Should any item(s) be lost or damaged, a fee will be charged for the replacement of entire set.
3. Teachers or educational professionals affiliated with public and/or private educational institutions may borrow the set for 4 weeks.
4. Overdue fines will be charged at \$1.00 per day. At 30 days overdue, the maximum fine for the cost of replacing the entire set will be charged. Replacement cost of the entire set, including the case, is \$4500.00.
5. Instructors who wish to borrow the set must have a personal library card from their hometown library. Instructors must also provide proof of affiliation or employment with their educational institution, such as a school ID.
6. The instructor must agree to the 4-week loan period; payment of overdue fines; storage of the set in a secure, locked location; pickup and return of the set; and payment of the cost of replacement of the entire set should any part or the entire set, including case, be lost (see above). A copy of this policy will be given to the instructor borrowing the set to sign; the original signed document will be held by the library’s Youth Services Librarian and a copy of the signed document will be given to the instructor.
7. Otis Library staff in the Children’s Department will be responsible for checking out the set to the instructor. Upon return of the entire set, including the case and all instructions, Otis Library Children’s Department staff will check the set for all contents, check it in if it is complete, and return the set to the office of the Youth Services Librarian.
8. The set may be used at Otis Library for instructional purposes by private entities, such as parents of homeschool students, tutors, or lecturers. Current proof of ID (such as valid driver’s license) must be presented and held at the Children’s Desk. Instruction must be conducted in one of the library’s meeting rooms contingent upon availability. Instruction may not be conducted in open library space available to the general public.
9. For in-house library instruction, staff of Children’s Department will take the set into the room; retrieve the set when instruction is finished; check the set for all contents; return the instructor’s ID to the instructor; and return the set to office of the Youth Services Librarian.

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Institution Name

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**Check out:** Otis Library Staff Member Name      Date

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Instructor Signature

Date

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**Check in:** Otis Library Staff Member Name      Date