

# Check Out Colorado State Parks



## CHECK-OUT AND CHECK-IN INSTRUCTIONS

Thank you for participating in the #CheckOutColorado state parks library loan program. This partnership provides a unique outdoor learning experience for library patrons and expands your library's services. The program provides patrons an opportunity to explore a state park before purchasing a park pass, and the hope is that they will enjoy the experience so much they'll want to purchase their own park pass.



**Your library has been provided with backpack(s) for check out. Each backpack contains:**

- State Park pass for free entry (hang tag)
- *Guide to Your State Parks*
- Set of binoculars
- *Leave No Trace™* card
- *Colorado Wildlife Guide*
- *Colorado Bird Guide*
- *Night Sky Guide*
- Activity ideas list
- Fishing Basics instruction sheet
- *Colorado Trees and Wildflower Guide*
- Program evaluation form
- Plastic pouch



## Check-Out/In Instructions

In general, please follow your normal procedures for checking items out and in.

### Check Out

- The pass and backpack can be checked out for up to 7 days.
- The pass and backpack can be renewed per your renewal policy.
- Please make sure all the items are in the pack before the patron takes it.
- Encourage patrons to take and post pictures using the hash tag #CheckOutColorado.
- We suggest you discourage a second check out by the same individual/family/group.\*

### Check In

- Inventory the items in the backpack to ensure that all items have been returned in good repair.
- Charge or fine the patron for missing or damaged items per your policies.
- Ask the library patron to fill out the evaluation form. Feedback is needed to sustain the program.
- Collect and send the completed evaluations to Beth Crist, courier code C984, quarterly.
- The library is responsible for replacing any lost, stolen or damaged items.

Additional **park brochures** can be ordered through **Beth Crist** at [Crist\\_B@cde.state.co.us](mailto:Crist_B@cde.state.co.us), (303) 866-6908

To replace a **park pass**, email **Debbie Lininger** at [debbie.lininger@state.co.us](mailto:debbie.lininger@state.co.us), call (303) 291-7614

## Program Promotion

Please display the acrylic table-top display, promotional flyer and *State Park Quick Guide* brochures provided.

Additional poster sizes with room to add your library name are available on the shared drive;

<https://www.cde.state.co.us/cdelib/checkoutcostateparks>

*\*This program is not meant to replace park pass purchases. Rather, it's to help people explore parks for the first time!*