

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, (303) 866-6908

To replace a **park pass**, email **Debbie Lininger** at 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!*

