

# 3 Easy Steps to the State Parks

- Use the pass to get into the park for FREE.
- Use the backpack to explore a state park and see what you can learn.
- Share a photo with #CheckOutColorado on Twitter or Instagram.





# 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 goal of the program is to provide residents 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 2 backpacks for check out. Each backpack contains:

- 1 state park pass hang tag for the rear-view mirror 1 Guide to Your 42 State Parks
- 1 set of binoculars
- 1 Colorado Wildlife Guide
- 1 Colorado Trees and Wildflower Guide

• 1 Leave No Trace<sup>™</sup> card

- 1 activity ideas list
- 1 program evaluation card

## 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 C912, 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 Devon Adams at devon.adams@state.co.us, (303) 291-7370

## **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; http://www.cde.state.co.us/cdelib/checkoutstateparks

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