



MARYLAND CENTER FOR HISTORY AND CULTURE

INSTRUCTIONS FOR USING AND RETURNING TRUNK

When you receive the trunk take a few moments to look through the contents, especially the Teacher's Guide. The Table of Contents is helpful to assess what the trunk holds to prioritize your usage.

Lost Items - You are responsible for all items in the trunk. If an item is missing or broken upon arrival, you must contact the Education Department at 410-685-3750 Ext. 334 within two days of receiving your trunk. It is suggested that before you use any of the materials in the trunk, you reference the inventory found in the Teacher's Guide. **If the trunk is returned with missing or broken items not reported, the school will be invoiced.**

Late Fee – There will be a **\$25.00 late fee** charged if your trunk is received late. Please ship the trunk the Thursday before it is due. **No additional days will be added to your rental period to accommodate for inclement weather.** We apologize, but the trunks must be available for the next rental period to send to another teacher.

Returning the Trunk - (UPS or Hand Delivery)

Shipping via UPS:

1. The day **before** you need to return the trunk, visit the [UPS](#) website or call 1-800-PICK-UPS before 7 p.m. to schedule a next day pickup (or take the trunk to the closest UPS Site).
2. Tell UPS the weight and dimension information. See your confirmation email for this information.
3. Attach our pre-addressed label to the trunk. The label can be found in the "Attention Teacher" envelope in the trunk. Tape the locks closed.

Hand deliver the trunk to the Maryland Center for History and Culture:

1. Call 410-685-3750 x334 to state your intent to hand deliver the trunk and the approximate day and time.
2. Drive to the Maryland Center for History and Culture and enter the museum using the entrance from the parking lot accessed from Monument St. The museum entrance is in the center of the lot, in the two story glass pavilion. Museum Hours are Monday – Friday, 7:30 a.m. to 5:00 p.m. Saturday & Sunday 10:00 a.m. to 5:00p.m.
3. Leave the trunk at the Visitor Services desk.