



MARYLAND CENTER FOR HISTORY AND CULTURE

Instructions for Using & Returning Trunk

When you receive the trunk take a few moments to look through the contents, especially the "Attention Teacher" folder and the Teacher's Guide on the USB. 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, go to www.ups.com 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, which can be found on the Instructions document attached to your confirmation email.
3. Attach our pre-addressed label to the trunk. The label can be found in the "Attention Teacher" envelope in the trunk. Depending on the type of trunk you have, the locks may need to be taped closed.

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

1. Call 410-685-3750 to tell us that you plan to hand deliver the trunk and to relay the approximate day and time. You can also email the staff member who sent your confirmation email.
2. Drive to the Maryland Center for History and Culture, and enter the museum using the entrance from the parking lot accessed from W. Monument St. The museum entrance is in the center of the lot, in the two story glass pavilion. Our current museum hours are [available on our website](#). In addition to those hours, we can also arrange drop-offs between 8 am and 5 pm on Mondays and Tuesdays.
3. Leave the trunk at the Visitor Services desk in the lobby.