

# How to Request a Traveling Trunk



Smithsonian  
Libraries and Archives

## 1. Click this link and select "Create Account"

The screenshot shows the Smithsonian Libraries website interface. At the top right, there is a language selector set to 'English' and a 'Create Account' link, which is circled in red with a red arrow pointing to it. Below the navigation bar, there is a search bar and a list of items. The items include 'ART & HISTORY MYSTERY', 'Extra and Ordinary: Overlooked Stories of...', and 'Flights of Friction: Fact or Fiction?'. The 'Create Account' link is highlighted with a red circle and a red arrow pointing to it.

## 2. Fill out all required information in the sign up

The screenshot shows the sign-up form for the Smithsonian Libraries. The form is titled 'Sign Up' and is divided into two main sections: 'Enter your personal details below:' and 'Enter your account details below:'. The 'personal details' section includes fields for First Name, Last Name, Organization, and Email. The 'account details' section includes fields for Username, Password, and Re-type Your Password. To the right of the form, there is a section for 'Address' with fields for Address, City, Country (set to 'United States'), State, Postal Code, and Phone. Below the address fields, there is a checkbox for 'I agree to receiving emails about future Traveling Trunks programs (less than 10 emails a year.)' with radio buttons for 'Yes' and 'No'. At the bottom right of the form, there are 'Cancel' and 'SUBMIT' buttons. A text box on the right side of the form says 'Use the address you want the trunk shipped to!'.

### 3. Carefully read over the User Agreement and sign

User Agreements

Account created. Welcome, moralesca. ×

Agreement Email a Copy Print View All

Traveling Trunk Lending Agreement

**Time of rental:** The Smithsonian lends to the user identified on the lending agreement the trunks for the period specified. Smithsonian can only lend to users within the United States at this time. Time is of the essence of the lending agreement. The user's right to possession begins and ends on dates specified on the lending agreement. Any extension of the time of the agreement must be submitted as a renewal request through the lending site, prior to return date, and is subject to Smithsonian approval. Retention of lent items after the specified return date is a material breach of the lending agreement and may be subject to fees.

**Inspection, acceptance and possession:** User is responsible to verify the receipt and acceptability of all lent items provided and the immediate notification of the Smithsonian at sileducation@si.edu of any defective or missing items. All lent items shall be the sole responsibility of the customer during their possession.

**Lost, stolen or damaged items:** All items must be kept secure and protected from water damage (e.g., rain, flood, or irrigation systems). Charges may be made for the full replacement or repair of lost, stolen, vandalized, or damaged items. All returned items are subject to Smithsonian inspection for damage and replacement fees up to \$1,000, excepting normal wear. Smithsonian shall bill user for such damage or loss and user shall remit payment immediately upon receipt of invoice. Future lending agreements may be restricted or denied until accounts are paid to current status.

Name or Initials I Agree Cancel

### 4. Confirm your email and then select "Inventory"

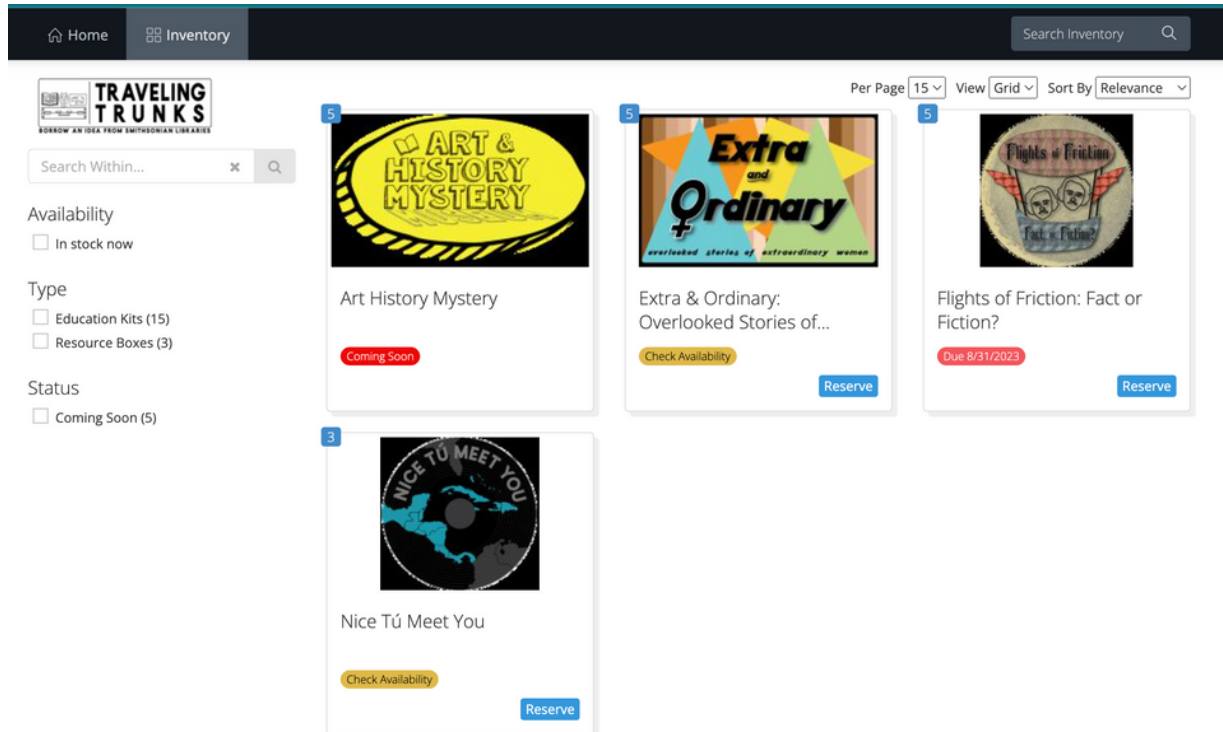
Home Inventory

Account

Please [confirm](#) your email address.

5. Chose which trunk you would like, click the blue button "Reserve," and chose the dates you would like the trunk (four weeks maximum) from the pop up calendar.

Note: The first date you chose will be the day the trunk is shipped to you, not the day it arrives. The final date will be the day you put it in the mail.



6. Click "Cart", this will take you to the checkout screen. There, you will see "Survey" - click "add new" and fill out required survey information, Save, and select "Submit Reservation"

