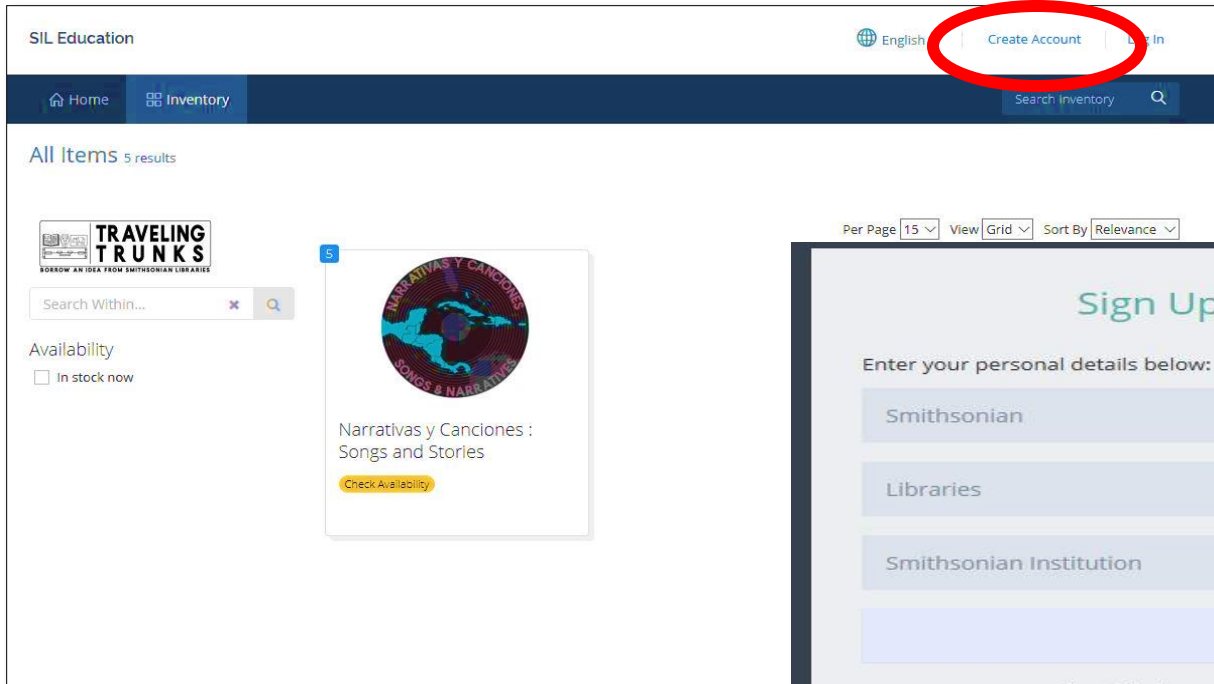


1. HEAD TO <https://smithsonianlibraries.myturn.com/library/inventory/browse> AND SELECT CREATE ACCOUNT:



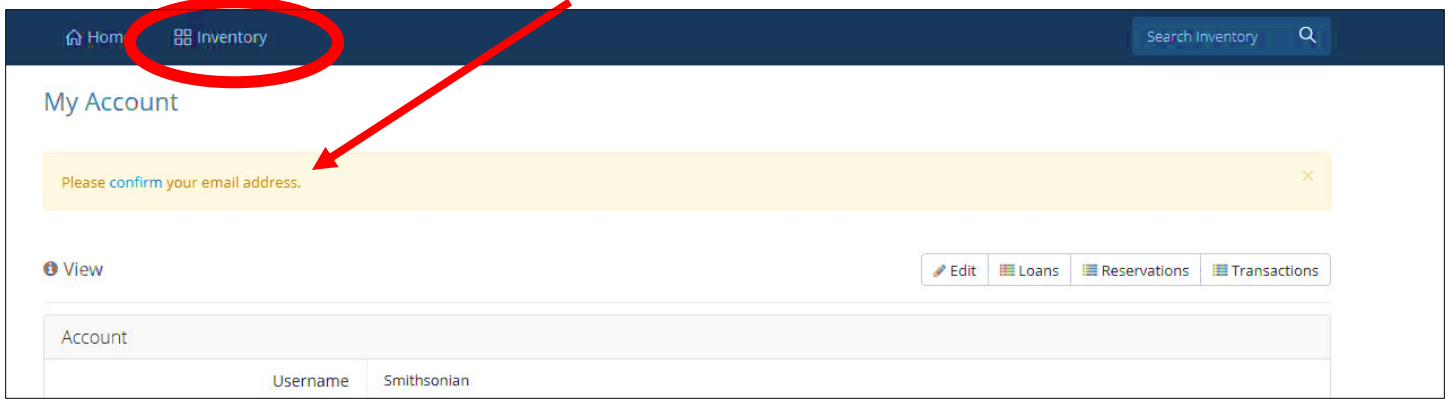
2. FILL OUT ALL INFORMATION REQUIRED IN THE SIGN UP.

PLEASE USE THE ADDRESS YOU WANT THE TRAVELING TRUNKS SHIPPED TO.

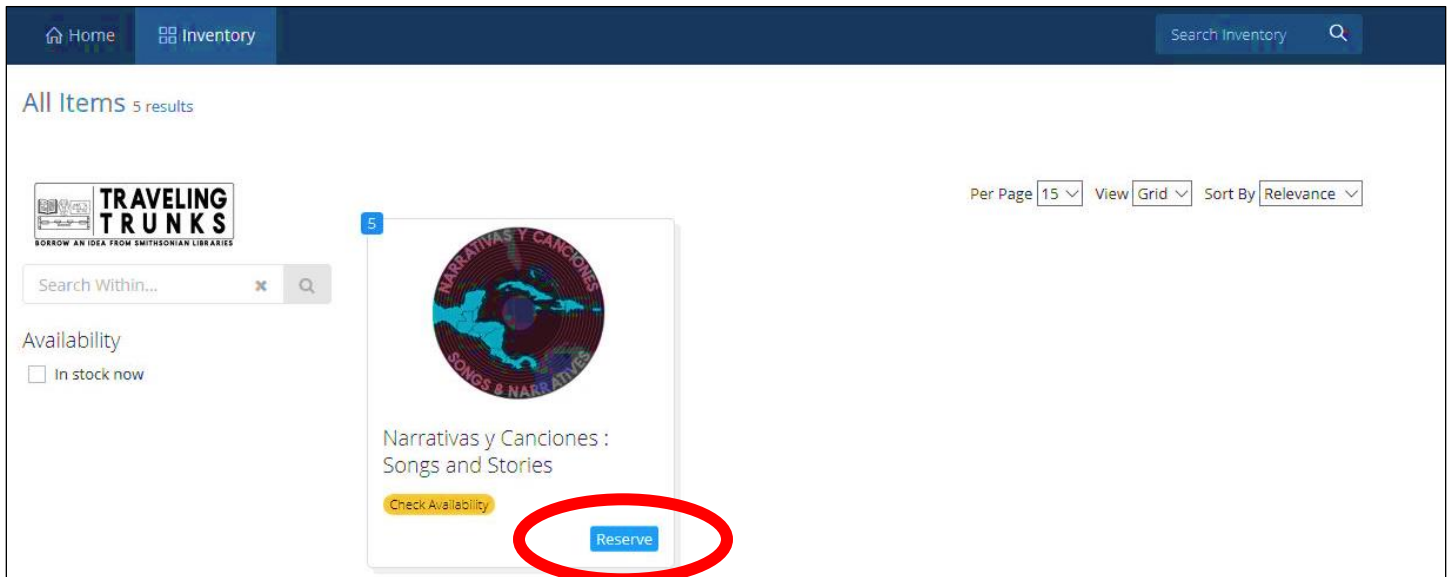
MAKE SURE TO READ THE LENDING AGREEMENT CAREFULLY.

A screenshot of the 'Sign Up' form. The form is titled 'Sign Up' and contains two sections: 'Enter your personal details below:' and 'Enter your account details below:'. The personal details section includes fields for 'Smithsonian', 'Libraries', and 'Smithsonian Institution'. The account details section includes fields for 'Smithsonian', two password fields, 'Address', 'City', 'Country', and 'Phone'. The 'Address' field contains the text '123 Ship Traveling Trunk Here'. The 'City' field contains 'Washington' and the 'Country' dropdown is set to 'United States'. Below the phone field, there is a checkbox labeled 'I have read and accept the following:' with a sub-item 'Traveling Trunk Lending Agreement'. A red arrow points from the text '*PLEASE USE THE ADDRESS YOU WANT THE TRAVELING TRUNKS SHIPPED TO.*' to the 'Address' field. Another red arrow points from the text '*MAKE SURE TO READ THE LENDING AGREEMENT CAREFULLY.*' to the checkbox. At the bottom of the form, there are 'Cancel' and 'SUBMIT' buttons. Below the form, there are links for 'ALREADY HAVE AN ACCOUNT?' and 'FORGOT YOUR PASSWORD?'.

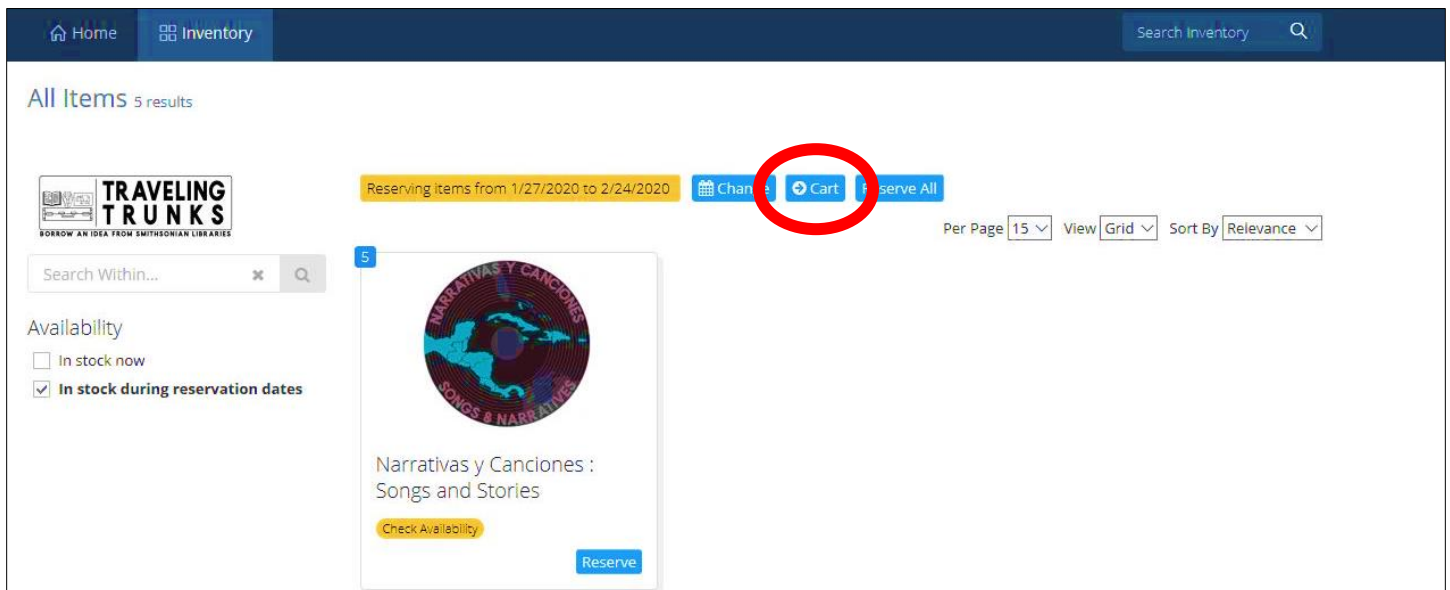
3. CONFIRM YOUR EMAIL AND THEN SELECT INVENTORY



4. SELECT RESERVE, THEN PICK YOUR DATES FROM POP UP CALENDAR (NO LONGER THAN 4 WEEKS)



5. SELECT CART



6. UNDER SURVEY SELECT ADD NEW

Home Inventory Search Inventory

Confirm Reservation Request

Reservation from: 1/27/2020 to 2/24/2020 Change Date(s)

Adjust quantities and submit reservation request when complete.

Name	Requested	Actions
✖ Narrativas y Canciones : Songs and Stories	1	Remove

Survey *

Working with the same class/event? Select Prior Survey Submission ▼ + Add New

Notes or requests about this reservation:

Save Add Items Submit Reservation Cancel Reservation

Add New Survey

Project Name *

Estimated number of students who will interact with the Traveling Trunk during a month's lending period / Número estimado de estudiantes que interactuarán con el baúl durante el período de préstamo de un mes *
e.g. 23

Age of students that will be interacting with the Traveling Trunk (check all that apply) / Edad de los estudiantes que interactuarán con el baúl de viaje (marque todos los que correspondan) *

- 0-3
- PreK3
- PreK4
- Kindergarten / Jardín de Infantes
- 1st Grade / 1er Grado
- 2nd Grade / 2do. Grado
- 3rd Grade / 3er Grado
- 4th Grade / 4to Grado
- 5th Grade / 5to Grado
- 6th Grade / 6to Grado
- 7th Grade / 7mo Grado
- 8th Grade / Primer Año
- 9th Grade / Segundo Año
- 10th Grade / Tercer Año
- 11th Grade / Cuarto Año
- 12th Grade / Quinto Año
- Post 12th Grade / Post Quinto Año

How did you learn about this program? / Como se enteró de este programa? *

Cancel Save

7. FILL OUT REQUIRED SURVEY INFORMATION, SAVE, AND SELECT SUBMIT RESERVATION.

Search Inventory

Change Date(s)

Name	Requested	Actions
✖ Narrativas y Canciones : Songs and Stories	1	Remove

Survey *

Working with the same class/event? Select Prior Survey Submission ▼ + Add New

Notes or requests about this reservation:

Save Add Items Submit Reservation Cancel Reservation