

METaS Book Voucher & Lending Library Program

Policies and Procedures

Policies and procedures are subject to change at any time.

Program Objective

The objective of the METaS Book Voucher Program at the College of San Mateo is to assist students who are underserved in the STEM fields. The voucher program will do this by making STEM textbooks available to targeted students at discounted prices and/or free of charge, either to keep or to use for a set time as part of a library lending program. As outlined by the Hispanic Serving Institution STEM Plus grant proposal, the book voucher program will target Hispanic/Latino and low-income students.

Eligible Textbooks

Only required textbooks for STEM classes at the College of San Mateo will be eligible for the book voucher program. Supplemental or optional textbooks are not covered by the book voucher program. STEM classes shall be defined as any class in one of the following departments at College of San Mateo:

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|------------------------------------------|--------------------------|
| * Architecture (ARCH) | * Fire Technology (FIRE) |
| * Astronomy (ASTR) | * Geology (GEOL) |
| * Biology (BIOL) | * Health Science (HSCI) |
| * Building Inspection Technology (BLDG) | * Mathematics (MATH) |
| * Chemistry (CHEM) | * Meteorology (METE) |
| * Computer and Information Science (CIS) | * Nursing (NURS) |
| * Dental Assisting (DENT) | * Oceanography (OCEN) |
| * Drafting Technology (DRAF) | * Paleontology (PALN) |
| * Electronics Technology (ELEC) | * Physics (PHYS) |
| * Engineering (ENGR) | |

In addition, the following four STEM classes from non-STEM departments are eligible, due to their satisfaction of Category 5 in IGETC:

- * ANTH 125 (Physical Anthropology)
- * ANTH 127 (Physical Anthropology Laboratory)
- * GEOG 100 (Physical Geography)
- * PSYC 220 (Introduction to Psychobiology)

Textbook Selection

Prior to each semester, the METaS team will meet with STEM faculty and department chairs to determine a list of classes and textbooks to support for the semester. Priority will be given to introductory courses that use a single textbook for more than one course in a series.

Participant Eligibility

In order to qualify for the METaS Book Voucher program, students must be a participant in METaS. To see you if qualify for METaS, please email csmmetas@smccd.edu. Students are expected to be active in the METaS community and utilize campus academic services.

Textbook Distribution

Students registered for Math and Science Jams who meet one of the METaS Program qualifications will be contacted by METaS staff regarding participation in the program. METaS staff will communicate with EOPS and the Puente project to ensure that any one single student is not purchasing more than one copy of the same textbook. Interested students will fill out a Book Voucher Program Participation form prior to receiving their book(s) or voucher. Students may request up to three books, although only a maximum of two will be awarded. Books and vouchers will be distributed on a first-come, first-served basis until resources are exhausted. Preference will be given to students who have participated in Math/Science Jam.

End-of-Term Textbook Return

For students who borrow textbooks through the METaS Lending Library, textbooks must be returned at the end of the term. All textbooks are due back at the Lending Library by the last day of the finals week. Participants will be contacted the week before finals to remind them that their textbooks must be returned and where they should return them.

Book voucher recipients are free to keep the textbook they have purchased. Students will be contacted at the end of each term asking if they would like to donate their textbook to the METaS Lending Library if they no longer wish to keep it.



METaS Book Voucher & Lending Library Program Registration Form

Last Name: _____

First Name: _____ G-Number: _____

Email: _____ Phone Number: _____

Please list the STEM course(s) you are trying to receive textbooks or vouchers for. You may request up to three books, although no more than two will be awarded:

Course: _____ Instructor: _____

Course: _____ Instructor: _____

Course: _____ Instructor: _____

Please indicate your eligibility for the METaS Book Voucher Program (check all that apply):

- I am a member of METaS
- I have applied to the METaS program and am waiting to hear back

I agree to the conditions outlined in the METaS Book Voucher & Lending Library Policies and Procedures.

Signature: _____ Date: _____

Textbooks/vouchers will be rewarded on a first-come, first-served basis. Preference will be given to students who participate in Math/Science Jam.

METaS Staff Use Only

Textbook(s) Distributed:

1) Title: _____ Edition: _____ Author: _____

ISBN: _____ Staff Initials: _____ Date: _____

2) Title: _____ Edition: _____ Author: _____

ISBN: _____ Staff Initials: _____ Date: _____

Voucher Amount Distributed: _____ Staff Initials: _____ Date: _____