

ADE ASSISTIVE TECHNOLOGY SHORT-TERM LOAN LIBRARY

LOAN REQUEST FORM

CONTACT INFORMATION *(Please complete all fields.)*

Borrower Last Name _____ First Name _____

School District _____

Special Ed. Director / Administrator _____

Mailing Address *(Use street address for delivery, not a PO box.)* _____

School _____

Street _____ City _____

County _____ State AZ Zip Code _____

E-mail _____

Daytime Phone Number _____ Ext. _____ Fax _____

Send Attention to *(If different from above.)* _____

I would like the loan shipped to me at the above address

I will pick up the loan at 300 W. Clarendon Ave., Suite 475 in Phoenix (AzTAP office)

ITEM(S) REQUESTED *(Include components such as key guards. For questions about items in the Loan Library, call AT Loan Library at 602-776-4659 or 800-477-9921)*

1. Item Name	
2. Item Name	
3. Item Name	
4. Item Name	
5. Item Name	
Comments:	

PURPOSE OF LOAN *(Select primary reason.)*

- Consideration / Assessment
- Serve as loaner during device repair or while awaiting funding
- Provide an accommodation on a short-term basis
- Professional development

SCHOOL ENVIRONMENT

- Preschool
- K-8
- Middle / Junior High
- High School (Classroom)
- High School (Transition)
- Alternative School
- Secure Care
- Other _____

BORROWER INFORMATION *(Select one only)*

- Administrator
- AT Specialist
- Curriculum Specialist
- Deaf/HOH Specialist
- OT / COTA
- Paraprofessional
- Psychologist
- PT
- Regular Ed. Teacher
- SLP
- Special Ed. Teacher
- Transition Specialist
- Vision Specialist
- Other

IS THIS YOUR FIRST TIME BORROWING FROM THE LIBRARY?

No

Yes (If yes, tell us how you heard about us.)

ADE AT Specialist

AzTAP Website

ADE Website

Colleague

Administrator

Training or conference: _____

Vendor

IS YOUR REQUEST THE RESULT OF ATTENDING AN ADE TRAINING?

No

Yes [If yes, please specify which training(s).] _____

TERMS OF AGREEMENT

As approved ADE Loan Library borrowers, we agree to:

Assume responsibility for returning equipment by the stated due date. Usual loan period is 4 weeks. (Equipment MUST be returned in its original packing container using the prepaid shipping label in order for the library to efficiently track late, lost, or damaged equipment. This requirement is both for your protection and ours. Failure to return equipment on time may result in late charges.)

Obey software and other copyright laws. We will not make copies of borrowed books, videos, software, and other copyrighted materials. We will remove borrowed software programs that were temporarily installed on any of our computer hard drives prior to returning the original software to the Loan Library.

Follow all stated procedures for requesting equipment from the Loan Library. Immediately notify AT Loan Library at 602-776-4659 or 800-477-9921 or at ATLoanLibrary@Nau.Edu if equipment malfunctions or ceases to operate. No attempts to repair malfunctioning equipment will be made without authorization.

Assume responsibility for the cost of repairing equipment damaged as a result of abuse, neglect, or carelessness. Reimburse the ADE Loan Library at current market value, if the equipment is lost, stolen, or damaged beyond repair.

Acknowledge that this agreement is in effect for up to one (school) year period and must be renewed annually.

Return all equipment by the end of the school year regardless of due date.

Complete the Short-Term Loan Library Feedback Form.

Have our Loan Library privileges suspended or revoked if we do not abide by these requirements.

Borrower Signature

Date

Email or fax the completed form to AT Loan Library at ATLoanLibrary@Nau.Edu or (602) 728-9535.

Office Use Only

Date Received _____

Date Equipment Sent _____

Waiting List _____