

**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.)* \_\_\_\_\_  
Date of Request \_\_\_\_\_

**ITEM(S) REQUESTED** *(Include components such as key guards. For questions about items in the Loan Library, call Janelle Bauerle at 928-523-6759 or 877-523-6759.)*

<b>1. Item Name</b>	
<b>2. Item Name</b>	
<b>3. Item Name</b>	
<b>4. Item Name</b>	
<b>5. Item Name</b>	
<b>Comments:</b>	

**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
- Alternative School
- Secure Care
- Other \_\_\_\_\_

**BORROWER INFORMATION**

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

ADE Website

Administrator

AzTAP Website

Colleague

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 Janelle Bauerle at 928-523-6759 or at [ATLoanLibrary@Nau.Edu](mailto: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**

Fax or e-mail the completed form to Janelle Bauerle at 928-523-4953 or [ATLoanLibrary@Nau.Edu](mailto:ATLoanLibrary@Nau.Edu).

**Office Use Only**

Date Received \_\_\_\_\_

Date Equipment Sent \_\_\_\_\_

Waiting List \_\_\_\_\_