



ASSISTIVE TECHNOLOGY LOAN LIBRARY



Frequently Asked Questions—FAQs

Welcome to the Assistive Technology and Universal Design for Learning (AT/UDL) Loan Library. Exceptional Student Services at the Arizona Department of Education in partnership with NAU's Arizona Technology Access Program is pleased to make available at no cost, a wide variety of assistive technology devices, equipment, software, and professional development materials to school personnel in order to increase students' access to assistive technology.

The program is designed to provide **short-term** (4 week) loans of assistive technology and/or universal design for learning products to be used for the following purposes:

- Consideration / Assessment as part of the IEP development process or IEP recommendations
- Classroom implementation on a time-limited basis
- Loaner on a temporary basis during device repair or while awaiting funding
- Accommodation for a student on a short-term basis
- Professional development (teacher training, skill development, etc.)

This program is not intended to provide long-term use of equipment either for a specific student or for classroom use.

The ADE Loan Library is operated by Northern Arizona University's Institute for Human Development and its Arizona Technology Access Program (AzTAP) through an Interagency Service Agreement with the Arizona Department of Education, Exceptional Student Services.

Who is eligible to borrow equipment from the library?

Eligible borrowers include school personnel (i.e., direct hires, contracted employees, and consultants) from Arizona school districts, charter schools, and approved private schools. At the discretion of the school or district, parents of special needs students may borrow under the auspices of school staff. Before borrowing any equipment, a school special education director or other appropriate administrator must complete the Equipment Loan Agreement, which states who is authorized to borrow on behalf of that district or school. This form must be completed annually.

Is there a fee to use the library?

No, the use of the library is free to approved borrowers. However, late fees or repair charges may apply if devices are not returned on time or if they are returned in damaged condition.

How do I borrow items from the library?

Each time you want to borrow an item(s) from the library, you must complete the Loan Request Form. (Forms are available at <http://www.adeatloan.org/>). Phone requests will not be accepted. Requests must be submitted to Janelle Bauerle in one of two ways: by fax to **928-523-4953** or via e-mail to ATLoanLibrary@Nau.Edu.

What items are in the Loan Library?

The Loan Library contains a wide variety of assistive technology and universal design for learning products and equipment typically used in educational settings. The items are organized into the following ten categories:

1. Activities of daily living (eating, dressing, toileting, grooming, etc.)
2. Communication / AAC (augmentative & alternative communication)
3. Computer access (hardware, software, alternative keyboards, mice, etc.)
4. Hearing (items that enhance existing hearing or compensate for hearing loss)
5. Learning tools (reading / literacy, writing, math, subject matter content [science, history, etc.], studying & organizational tools)
6. Play and recreation (toys)
7. Positioning / mobility (items that support a student's ability to achieve / maintain adequate postural support, alignment, and / or mobility in the school setting; items used for mounting and positioning devices and device components)
8. Switches / environmental adaptations, including EADLs (electronic aids to daily living)
9. Vision (items that enhance existing vision or compensate for vision loss)
10. Teacher resource materials (reference books, manuals, videos, CDs, etc.)

The library does not contain an exhaustive inventory of all assistive technology categories and products on the market. If the requested device is not in our inventory, the library may opt to purchase or rent the device from the vendor. *The library reserves the right to substitute a similar or equivalent device if the specific unit requested is already out on loan or otherwise not available.*

We are interested in knowing if there are additional items that you would like to see in the library. Please share your suggestions with **Joyce Palmer, ADE AT Specialist**, at Joyce.Palmer@azed.gov.

How can I find what I want?

If you need help locating a device (e.g., not sure of name, category, or whether it is in the library inventory), contact Janelle Bauerle toll free at 877-523-6759, locally at 928-523-6759, or at ATLoanLibrary@Nau.Edu.

What do I do if I am not sure what device I need for a student or how to use a selected device?

If you are not sure of the type of device you want to borrow or need guidance and support to use it with a student, please contact an Assistive Technology Specialist at the Arizona Department of Education at atinfo@azed.gov or call 520-628-6665.

Note: Although AT vendors have been asked not to contact borrowers directly, vendor contact information will be included when you receive your equipment (if applicable).. We encourage you to contact the vendor to learn about the technical features and operation of the device(s).

How long is the loan period?

To accommodate staff and students on a statewide basis, we have generally limited the loan period to **4 weeks**. (Certain frequently requested devices may have a shorter loan period depending on demand.) A **one-time extension** of the borrowing period may be considered if the desired item has not been requested elsewhere. Contact Janelle Bauerle toll free at 877-523-6759, locally at 928-523-6759, or by e-mail at ATLoanLibrary@Nau.Edu.

How will equipment be sent to my school?

Equipment will be shipped prepaid to your school via express carrier. *Therefore, you must provide a street address (PO box numbers are not acceptable) along with a phone number.* In some cases, the equipment may be sent directly to your school from the vendor. However, all requests to borrow items must come through this program and must **not** be made directly to vendors.

How many items can I borrow at one time?

There is no specific limit on the number of items you may borrow because certain items have multiple components. However, if you are considering borrowing a variety of devices to try with the same student, be realistic about the amount of time that will be needed for you and the student to learn and effectively use the device during the loan period. Keep in mind that trying too many devices at one time can leave everyone feeling frustrated and overwhelmed. When this happens, it will be difficult to get an accurate picture of the benefits of the device to the student.

How long will it take to get the items I requested?

Most items will be shipped within two (2) working days of receiving your completed Loan Request Form (submitted via fax or e-mail). **However, if a device is already out on loan or it needs to be purchased or rented from the vendor, the delivery time will be longer. The borrower will be notified by the library under these circumstances.**

How do I return the items to the library?

The items will be sent to you with a prepaid return label, so there will be no cost to your school or district. It is your responsibility to return the items to the library in the original or equivalent shipping container using the prepaid return label **by the due date given to you**. If the device was shipped to you from the vendor, you will need to return it directly to the vendor. If you have questions about returning an item, contact Janelle Bauerle toll free at 877-523-6759, locally at 928-523-6759, or by e-mail at ATLoanLibrary@Nau.Edu.

If you have received a device directly from a vendor and a prepaid return label has not been included, contact Janelle and she will send one to you.

Where is the library?

The Loan Library is located at the Institute for Human Development on the campus of Northern Arizona University in Flagstaff. If you are in the Flagstaff area and want to physically pick up equipment, please call Janelle Bauerle at 928-253-6759 before your visit to ensure that staff and equipment are available.

What should I do if the device appears to be broken, parts are missing, I can't get it to work, or I have questions about how to send it back?

Contact Janelle Bauerle toll free at 877-523-6759, locally at 928-523-6759, or by e-mail at ATLoanLibrary@Nau.Edu. If the shipping box appears damaged (crushed, torn, etc.), please make sure that this is noted on the carrier's form when you sign for delivery of the device.

If assistive technology is recommended for a student, who is responsible for buying it and where does the money come from?

If an IEP team determines that assistive technology devices and/or services are necessary for a student to benefit from his or her educational program or to have access to the general education environment, it is the responsibility of the school district to obtain the appropriate products. Funding is a complex issue and there may be different funding options available depending on the student's unique situation. For more specific information about funding sources and guidelines, contact the **ADE AT Specialist** at atinfo@azed.gov.

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