

**Arizona Department of Education—Exceptional Student Services
Short-Term Loan Library
EQUIPMENT LOAN AGREEMENT 2017-2018 School Year**

School District / Charter School / Agency: _____

Special Ed. Director / Administrator: _____

Address: _____

Phone: _____ **Fax:** _____ **E-mail:** _____

Contact Person: (If different from above.) _____

Address: _____

Phone: _____ **Fax:** _____ **E-mail:** _____

Date School Year Ends: _____

Designated Borrowers: **All School Personnel, including Contracted Staff**
 Specific Individuals (List all individuals): _____

TERMS OF AGREEMENT

In borrowing from the ADE Loan Library, we (district / agency / individual) agree to:

- Assume responsibility for returning equipment by the stated due date.** Standard 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 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.**

ADMINISTRATOR SIGNATURE:

_____ Date

Print Name and Title

✓ **FAX COMPLETED FORM to JANELLE BAUERLE at 928-523-4953.**

**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.*