

**Arizona Department of Education—Exceptional Student Services**  
**Short-Term Loan Library\***  
**EQUIPMENT LOAN AGREEMENT 2022-2023 School Year**

School District / Charter School / Agency: \_\_\_\_\_

Special Ed. Director / Administrator: \_\_\_\_\_

Address: \_\_\_\_\_ County: \_\_\_\_\_

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 ADE AT Loan Library at 602-776-4659 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.**

**SPECIAL ED. DIRECTOR/ADMINISTRATOR SIGNATURE:**

\_\_\_\_\_ Date

Print Name and Title

Email or fax the completed form to AT Loan Library at [ATLoanLibrary@Nau.Edu](mailto:ATLoanLibrary@Nau.Edu) or 866-463-9390.

\*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.