Arizona Department of Education—Exceptional Student Services
Short-Term Loan Library*
Equipment Loan Agreement 2026-2027 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 Short-Term 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.

☐ **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 ADE Short-Term Loan Library.

☐ **Follow all stated procedures for requesting equipment from the Loan Library.** Immediately notify ADE Short-Term Loan Library at 602-776-4659 or at ATLoanLibrary@nau.edu if equipment malfunctions or ceases to operate. No attempts to repair malfunctioning equipment will be made without authorization.

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

☐ **Complete the ADE Short-Term Loan Library Feedback Form.**

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

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

☐ **Failure to return equipment on time may result in the suspension of borrowing privileges and/or the school or school district being billed replacement value of overdue or kept equipment.**

Special Ed. Director/Administrator Signature:

_____ _____
Date

_____
Print Name and Title

Email or fax the completed form to ADE Short-Term Loan Library at ATLoanLibrary@nau.edu or 866-463-9390.

**The ADE Short-Term 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.*