

Technology Lending Procedures

Check out items for up to two weeks: do this by signing the item out on the form posted on the closet doors. There is a notebook on the table in the hall in the loan closet area which contains check out list for each agency. Please write down the item name, item number, your name, and the date the item was checked out. After no longer than two weeks passed, indicate that it has either been returned or placed “on loan” with a client, OR possibly on loan to you, if there are multiple clients with whom you want to use the item over a longer period of time. **When you loan an item to a client (or to yourself), a loan contract must be completed as described below:**

Loan Contracts are found in the large closet. These are triple forms; press hard. *Please fill out completely and include the item number and it's name, and/or description.* Provide the AT Coordinator with the white copy, by fax, or place it in her box in the mail room. Give the family the yellow copy.

Returning Items: Please return items that have been on loan to ROOM #8, so they can be processed in the data base. Items that were checked out, and returned in a timely fashion should be returned directly to the closet with a notation made to in the check out notebook. If you are returning an item that you simply checked out, but it is significantly overdue, please return to ROOM #8.

Thank you.