



## AT DEVICE LOAN PROGRAM PURPOSE, POLICY AND PROCEDURES

Oklahoma ABLE Tech is designated as the State of Oklahoma’s Assistive Technology Act Program and is housed in the Seretean Wellness Center on the campus of Oklahoma State University in Stillwater. Oklahoma ABLE Tech promotes the availability of assistive technology (AT) devices and services for Oklahomans with disabilities. AT is identified as any item or piece of equipment used to maintain or improve the capabilities of people with disabilities. Assistive technology allows people with disabilities to function independently in employment, education, and community living activities.

### PURPOSE

The purpose of the Assistive Technology Device Loan Program is to offer a variety of assistive technology devices for a short-term loan, to Oklahomans with disabilities, so that a trial period can be experienced before a purchase is considered.

The short-term loan program provides Oklahomans with disabilities the opportunity to borrow devices to:

- Assist in decision-making “try before you buy”
- Serve as a replacement while waiting for device funding or repair
- To provide a short-term accommodation
- For professional development activities

### ASSISTIVE TECHNOLOGY CATEGORIES IN THE LOAN LIBRARY

- Hearing
- Vision
- Communication
- Computer Access
- Cognitive Learning
- Aids for Daily Living
- Environmental Adaptations
- Recreation
- Mobility

## POLICY

1. AT devices available through the Lending Library may be used for short-term loans, demonstration, evaluation for appropriate device selection, self-familiarization of device usage, short-term accommodation or while waiting for funding or repair.
2. Requests for AT device loans may be made by a person with a disability, their family members, advocates or service providers who reside in the State of Oklahoma (e.g. therapist, teacher, rehabilitation counselor).
3. All individual information remains confidential; files are stored in locked areas as well as a password protected database. ABLE Tech obtains consent before releasing any consumer information or photographs.
4. Some devices available for loan may require specialized support for their use, therefore, the person requesting the loan may be asked to identify someone who will provide support during the loan period. Support persons may include vocational rehabilitation counselors, teachers, occupational therapists (OT), physical therapists (PT), speech language therapists (SLP) or home health staff, etc.
5. Laptops and/or iPads have many built in accessibility features, therefore an individual with a disability may want to try a device even if they do not need specialized hardware or software to operate the computer.
6. The borrower agrees to comply with any limitations that may be part of the loan, such as no copying of software.
7. The borrower agrees to pay for any damage due to negligence.
8. All borrowers are encouraged to contact ABLE Tech if they have difficulties with the AT device(s) during the loan period.
9. The borrower may request a maximum of three (3) devices at any one time.
10. The length of most device loans is up to 42 calendar days (which includes shipping time.) The length of a device loan for ergonomic office chairs for Oklahoma State University personnel is up to 10 business days
11. A two week loan extension may be requested five (5) days prior to the expiration of the original loan period. However, the extension will not be granted if a waiting list exists for that item.
12. Anyone who has failed to comply with the conditions of previous loans will NOT be considered for additional loans until a positive plan for future compliance is presented to and approved by the program coordinator.
13. Failure to comply with the stated conditions will subject the borrower to all applicable legal action.

## PROCEDURES

1. Identify type of assistive technology device(s) to borrow by visiting our website at <http://okabletech.okstate.edu> or calling (888)885.5588 for assistance.
2. Complete the AT Device Loan Request Form that can be downloaded from the website or call for one to be mailed or faxed. This form provides pertinent information needed to ensure a smooth loan process. Incomplete forms may delay processing the loan request. Ensure print is legible and all pages have been signed.
3. Upon receipt of the completed AT Device Loan Request Form, ABLE Tech staff will contact the borrower if the device is currently unavailable to discuss device availability and approximate date devices will be shipped.
4. Loans are made on a first-come, first-serve basis and filled in the order received.
5. Allowing 3-4 days shipping time, the borrower will return the AT device by using the pre-paid return shipping label which is included in the shipment.
6. A packing slip is included with each shipment that lists all devices, accessories, condition and return due date. Borrowers will ensure items are received as listed and will notify ABLE Tech of any discrepancies.
7. Borrower will complete a short survey that provides data about their loan experience and are encouraged to provide success stories that promote the use of assistive technology by Oklahomans with disabilities.
8. Once the AT device is returned, ABLE Tech staff will check-in each item to ensure it is working properly and all accessories were included. The borrower may be billed for any replacement or repair costs incurred.
9. Failure to return the AT device will subject the borrower to all applicable legal action.

### **Oklahoma ABLE Tech**

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