The Assistive Technology Device Demonstration Program is located at the Skyline East Bldg. in Tulsa, Ok.
Developmental Disabilities Services Division (DDSD)
6128 E. 38th St.
Suite 402
Tulsa, OK, 74135
Phone: 918-794-7632
918-794-7626
Fax: 918-794-7681

Purpose:
The purpose of the Assistive Technology Device Demonstration and Loan Program is to offer a variety of assistive technology equipment 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

Policy:
1. The AT Device Demonstration Center is open Monday through Fridays, 7:30 a.m. – 5:00 p.m.
2. Requests for equipment demonstrations may be made by a person with a disability, family members, advocates or service providers (e.g. therapist, teacher, rehabilitation counselor.)
3. 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 Centers for Independent Living staff, vocational rehabilitation counselors, teachers, occupational therapists (OT), physical therapists (PT), speech language therapists (SLP) or home health staff, etc.
4. The borrower agrees to comply with any limitations that may be part of the loan, such as no copying of software.
5. The borrower agrees to pay for any damage due to negligence.
6. All borrowers are encouraged to contact DDSD if they have difficulties with the equipment during the loan period.
7. The length of the device loan is 42 calendar days.
8. A loan extension may be requested five (5) day prior to the expiration of the original loan period. However, the extension will not be granted if a waiting list exists for that item.
9. 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.
10. Failure to comply with the stated conditions will subject you to all applicable legal action.

Procedures:
1. Come by the Skyline East Bldg located at 6128 E. 38th St., Tulsa, OK. Monday through Friday.
2. Or contact the AT Device Demonstration Program by calling 918-794-7632 or 918-794-7626 or email Deborah.pinnell@okdhs.org.
3. Complete the Equipment and Device Loan Request Form that can be downloaded from the [http://okabletech.okstate.edu](http://okabletech.okstate.edu) or calling 918-794-7632 so that one can 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.
4. Loans are made on a first-come, first-serve basis and filled in the order received.
5. 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.
6. Once the equipment is returned, DDSD staff will check-in each item to ensure it is working properly and all accessories were included. The borrower will be billed for any replacement or repair cost incurred.
7. Failure to return the equipment will subject you to all applicable legal action.