

## **Hearing Helpers Equipment Loan Program**

### **Purpose, Policy, Procedures**

**The Hearing Helpers Equipment Loan Program** is located in INTEGRIS Third Age Life Center, Oklahoma City, OK.

Faye Donalson Hearing Helpers Demonstration Room  
5300 N. Independence, Suite 210  
Oklahoma City, OK 73112  
(405) 951-8383 V/TTY  
(405) 951-2064 FAX

#### **Purpose:**

The purpose of the Hearing Helpers Loan Program (HHLP) is to offer a variety of assistive technology devices for the hearing impaired on a short-term loan basis so that a trial can be experienced before a purchase is considered.

#### **Policy:**

1. Equipment available through the HHLP will be used for short-term loans, demonstration, evaluation for appropriate device, or for self-familiarization of device usage.
2. Requests for equipment loans shall be made in person by someone with a hearing disability, family members, advocates or service providers (e.g. therapist, teacher, rehabilitation counselor).
3. A deposit, in the form of a personal check, will be required when the loan is made. The check will be kept as security and will be returned to the borrower when the device(s) is returned in good working condition.
4. The borrower and/or their agent agree to pay for any damage due to negligence.
5. All borrowers are encouraged to contact HHLP if they have problems during the loan period.
6. The borrower may request a maximum of two (2) devices at any one time.
7. The length of the device loan is two (2) weeks.
8. A loan extension can be requested due to unusual circumstances by notifying the Hearing Helpers room.
9. Devices will be returned by the borrower, preferably in person. If returned by mail or similar delivery shipping costs, including insurance, will be at the expense of the borrower.
10. Anyone who has failed to comply with the conditions of previous loans will NOT be considered for additional loans.
11. Failure to comply with the stated conditions could subject you to legal consequences.

**Procedures:**

1. All requests for equipment loans will be made ***in person***.
2. The borrower will complete the loan form in the presence of a HHLP volunteer.
3. A deposit in the form of a personal check will be made at the time of the loan.  
The check will be held until the device is returned, whereupon it will be returned to the borrower.
4. When the item(s) is returned, the borrower will be asked to monitor our service and their satisfaction.
5. A HHLP volunteer will check each item returned to assure it is working properly and that all necessary parts are included. The borrowed will be billed for any replacement or repair costs.
6. Failure to return the equipment to HHLP will subject you to legal action.

**Deposit Rates:**

Deposit rates are based upon the value of the device.

<u>Device Value</u>	<u>Deposit Required</u>
\$1-\$50	\$20
\$51-\$100	\$50
\$101-\$200	\$75
\$201 and above	One half of the device value

**Loan Extension:**

Loan extensions are discouraged. However, under extreme circumstances, loan extensions will be granted. To request a loan extension, please call the Hearing Helper room at (405) 951-8383.

**RELEASE OF LIABILITY** I agree to indemnify and hold harmless the Hearing Helpers Loan Program and its partner, Oklahoma ABLE Tech, and any and all employees, agent or representatives of same, from damages to property or injuries (including death) to myself, and/or any other person, and any other losses, damages, expenses, claims, demands, suits and actions by any party against the Hearing Helpers Loan Program and Oklahoma ABLE Tech and any and all employees, agent or representatives of same, in connection with loan(s) from the loan program.