Equipment Loan Program

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

Policy:
1. Equipment available through the ATEL program will be used for short-term loans, demonstration, evaluation for appropriate device, or for self-familiarization of device usage.
2. Requests for equipment loans 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 will be asked to identify someone who recommended the device to you and who will provide support during a loan period. Support persons may be Speech-Language Pathologists (SLP), teachers, Occupational Therapists (OT), Physical Therapists (PT), Home Health staff, etc.
4. The borrower and/or their agent agree to comply with any limitations that may be part of the loan, such as no copying of software.
5. The borrower and/or their agent agree to pay for any damage due to negligence.
6. All borrowers are encouraged to contact the ATEL program if they have problems during the loan period.
7. The borrower may request a maximum of two (2) devices at any one time.
8. The length of the device loan is 42 days
9. A loan extension can be requested, in writing, ten (10) days prior to the expiration of the original loan period. The borrower will be notified within five (5) days. Cost for the additional rental period will be billed at the original rate.
10. The borrower and/or their agent must come to the Mary K. Chapman Center to obtain equipment they wish to borrow. Shipping is not available.
11. 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 ATEL Program Coordinator.

12. Failure to comply with the stated conditions could subject you to legal consequences.

**Procedures:**
1. Contact the ATEL Program by calling 1-918-631-2913 for a Loan Request Form.
2. Forms will be mailed to the applicant for completion. ATEL may provide telephone assistance upon request.
3. Please contact ATEL for calculation of rental fees.
4. The form must be completed and a signed original, with required fees, sent back to the Mary K. Chapman Center for Communicative Disorders. WE DO NOT ACCEPT FAXES. Incomplete forms may delay processing the loan request. If you are not sure about information being requested on the form please contact ATEL at 1-918-631-2913.
5. Accepted forms of payment are check or credit card.
6. Upon receipt of the original signed form and required rental fees, ATEL will:
   - Notify the person requesting the equipment of an approximate date the item obtained
   - If an item is not immediately available, inform the person requesting the equipment that they will be placed on a waiting list for the item or payment will be returned to applicant. Loans are made on a first come, first serve basis and filled in the order received. Forms are date-stamped with the date they arrive in the office via U.S. Mail.
7. Shipping is not available. All items must be picked up at the Mary K. Chapman Center for Communicative Disorders by the borrower and/or their agent.
8. After the item(s) is returned, the borrower may be called to monitor our service and their satisfaction.
9. The ATEL staff will check each item returned to assure it is working properly and that all necessary parts are included. The borrower will be billed for any replacement or repair costs.
10. Failure to return the equipment to ATEL will subject you to legal action.

**Rental Rates:**
The Assistive Technology Equipment Loan Program rental rates are broken into 4 categories. The categories are based upon the value (purchase price) of the device. A loan period is 42 days (includes shipping time). Late fees will be assessed at the rate of the loan for each week the item is late.

<table>
<thead>
<tr>
<th>Device Value</th>
<th>42 day Rental Cost</th>
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<tbody>
<tr>
<td>$1 - $1500</td>
<td>$10</td>
</tr>
<tr>
<td>$1501 - $3000</td>
<td>$20</td>
</tr>
<tr>
<td>$3001 - $6000</td>
<td>$30</td>
</tr>
<tr>
<td>$6001 plus</td>
<td>$40</td>
</tr>
</tbody>
</table>
Payment:
Total payment must be received prior to equipment being obtained. Payment is made to:

University of Tulsa
2820 East 5th Street
Tulsa, OK 74104

Loan Extension:
Any renter wishing to extend a loan period must provide a written request identifying the reason for the extension to the ATEL Program 10 days prior to the expiration date of the original loan. A loan library review committee will consider the request and notify the renter of the decision within five days. Cost for the additional rental period will be billed at the original rate.

Loan Library Categories: The following is the basic grouping, along with a few examples to help you find what you may be looking to borrow.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Augmentative or alternative communication devices</td>
</tr>
<tr>
<td>Computer Access</td>
<td>Input devices, disability software</td>
</tr>
<tr>
<td>Environmental</td>
<td>A variety of switches and related devices, mounting system</td>
</tr>
<tr>
<td>Switches</td>
<td>Switches, battery adapters, adapted toys, powerlink</td>
</tr>
</tbody>
</table>