

## SWAAAC Assisted Listening Loan Library Policies

(updated August 2024)

Please have Special Education Director & Audiologist review & sign.

- The Special Education Director has designated a district Audiologist who will be responsible for the use of the Loan Library and submitting requested data/documentation.
- The designated Audiologist will promptly notify the SWAAAC office in the event of Audiologist/Special Education Director personnel changes.
- For the purposes of quality assurance, designated Audiologists are required to document professional learning in the field of Audiology including district representation at trainings sponsored by CDE and the Colorado Educational Audiologists.
- The designated Audiologist and Special Education Director have read and understand the Loan Library policies and procedures.
- The designated Audiologist (library patron) will complete the brief SWAAAC Loan Library orientation training available online.
- The designated Audiologist will ensure that team members abide by the following:

### **Loan Library Policies and Procedures**

The purpose of the Loan Library is to provide individuals with access to equipment for evaluation and trial purposes. The purchaser, whether it is a third-party payer, a school district, or a parent, needs to have some indication of whether the purchase and use of the technology will be beneficial to the student. Equipment may also be used by team members who may need to learn to use it in order to serve a student. The Loan Library is intended for short-term use.

- Equipment may be borrowed for a semester. If a student needs the equipment for long term use, it is important to do everything possible to procure the equipment. Extensions on loans will be considered on a case-by-case basis if the item is not waitlisted.
- Requests for equipment must come from a licensed Audiologist (library patron) via the online library at [swaaac.goalexandria.com](http://swaaac.goalexandria.com). All requests will be honored on a first come, first serve basis once the accompanying item request survey is complete. If you are having difficulty using the online library, please contact Brenda Ortega at [Brenda.Ortega@ucdenver.edu](mailto:Brenda.Ortega@ucdenver.edu) or 303-315-1276.
- Loan Library requests are limited to only 2 copies of an item at a time. For example, a request might include: 1 Roger MyLink, 1 Roger Touchscreen Microphone, and 2 Roger X Receivers. There are 3 items in this request but only 1 or 2 copies per item.
- The request process includes two mandatory steps:
  - Item Request Survey
    - Please include all components that are needed on a single Item Request Survey. For example, include transmitters and receivers for an individual student on one request survey.
  - Hold through Alexandria
    - Please place a Hold on each individual component that you would like to receive.
- Software may be installed on ONE computer at a time during the loan period. Prior to returning the software, it MUST be uninstalled. The patron is liable for license violations if he/she does not uninstall it.
- Equipment MUST be returned on or before the due date. Please confirm prior to return that all parts or contents (i.e. adapters, cables, power supplies, manuals) are present and in good working order and are in the original shipping container with all packing materials (Refer to the contents list included in the box).

- Equipment will be returned clean and in good working order. The Audiologist will immediately contact a SWAAAC office representative if equipment fails to operate or if items are missing from the content list.
- Patrons with overdue items will not be allowed to borrow additional equipment until the overdue items are returned.
- Should a device break during a loan period due to anything other than normal wear and tear, repair costs may become the financial responsibility of the borrower (i.e. school district). Lost equipment also becomes the financial responsibility of the borrower.
- If something is wrong with an item, you are welcome to call tech support to help trouble shoot. However, if any actual work needs to be done, you must return the item to the SWAAAC office. Do not send the item directly to the manufacturer/distributor for repair or replacement.
- Patron Audiologists (and in some cases, Special Education Directors) will be notified of overdue, missing, and damaged items.
- Patrons are REQUIRED to complete the follow-up survey associated with each loan. This is sent via email after an item is returned and checked-in to the Loan Library.
- Equipment MUST be insured for replacement value if returning by mail. We encourage patrons to use the Colorado Library Consortium courier system, free of charge. Permission MUST be obtained from the library courier manager at the site you wish to send from/receive at. If you need instructions about how to use the courier system, please contact the SWAAAC office.
- Patrons DO NOT have permission to trade, sell or upgrade any loan library equipment. You are welcome to contact the SWAAAC office should you learn of such opportunities.

School District \_\_\_\_\_

**Note: Signed form will be kept on file 5 years unless there is a change in Special Education Director or Audiologist.**

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District **Special Education Director** Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name here

\_\_\_\_\_  
Designated **Audiologist** Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name here

\_\_\_\_\_  
Email address