

**-PROCEDURES-  
FOR BORROWING EDUCATIONAL ACCESSIBILITY SERVICES  
EQUIPMENT  
AUDIO CASSETTE RECORDER/PLAYER w ADAPTERS  
AND  
ASSISTIVE LISTENING DEVICES- FM SYSTEMS**

**Educational Accessibility Service office offers Audio Recorders/Players or FM Systems for loan to students on a need basis.**

**Students are asked to read and sign an equipment agreement form, which holds them responsible for the equipment if lost, stolen, broken or misused. (See agreement.) They must speak to a full time staff member in case there are any questions. It is then required that the staff member also sign the equipment agreement form. (Which are kept in the “reading” cabinet in front of Fran’s office.)**

**Each piece of equipment is numbered and this number must also be on the equipment agreement form. The current date and the expected returned date is also needed and should be noted on the form.**

**If the student drops or withdraws from class/es then the equipment should be returned to the office at that time or in at a timely manner. When a student finishes a class/es for the current semester the equipment should also be returned at that time. This office needs to check out the condition of the equipment with each semester and also should note the condition of the equipment before allowing the student to borrow it again for the next semester or a different student who is in need of the item.**

**If the equipment is not returned in a timely manner, the EAS office will send only one final reminder to the student/s. If we do not hear from the student/s in a week, a hold will be placed on the student/s university record, disallowing the student to register for classes the following semester until this situation has been taken care of.**

**When the equipment is returned: Pull the equipment agreement that was signed by the student and in the proper area, EAS staff member is to sign and date the equipment agreement form. When needed, they also can add any comments, (i.e.: condition of the equipment, returned late, etc.) If the student/s need the equipment for the next semester, they are required to bring the equipment back to the EAS and can request it for the next semester. At which time, the procedure must be followed through again. (Check the equipment in and then out of the office again for the current semester.)**