

## **The Scholl Center for Communication Disorders**

The Scholl Center for Communication Disorders Loan Library is located at 3105 S. Harvard Ave Tulsa, OK 74035.

Phone: 918-508-7601

Fax: 918-508-7603

### **Purpose**

The purpose of the Assistive Technology Device Loan Program is to offer a variety of assistive technology devices 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, i.e., “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

### **Assistive Technology Categories In The Loan Library**

- Hearing

### **Policy**

1. AT devices available through the Lending Library may be used for short-term loans, demonstration, evaluation for appropriate device selection, self-familiarization of device usage, short-term accommodation or while waiting for funding or repair.
2. Requests for AT device loans may be made by a person with a disability, their family members, advocates or service providers who reside in the State of Oklahoma (e.g. therapist, teacher, rehabilitation counselor).
3. All individual information remains confidential; files are stored in locked areas as well as a password protected database. The Scholl Center obtains consent before releasing any consumer information or photographs.

4. 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 vocational rehabilitation counselors, teachers, occupational therapists (OT), physical therapists (PT), speech language therapists (SLP) or home health staff, etc.
5. The borrower agrees to comply with any limitations that may be part of the loan, such as no copying of software.
6. The borrower agrees to pay for any damage due to negligence.
7. All borrowers are encouraged to contact The Scholl Center if they have difficulties with the AT device(s) during the loan period.
8. The borrower may request a maximum of three (3) devices at any one time.
9. The length of most device loans is up to 14 calendar days, but is usually less.
10. An extension may be requested the day of return date. However, the extension will not be granted if  
a waiting list exists for that item.
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 program coordinator.
12. Failure to comply with the stated conditions will subject the borrower to all applicable legal action.

<b>PROCEDURES</b>
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1. Identify type of assistive technology device(s) to borrow by visiting our website at <http://okabletech.okstate.edu>, visiting The Scholl Center or calling 918-508-7601 for assistance.
2. Complete the AT Device Loan Request Form that can be downloaded from the website or call (918-508-7601) for one to 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.

3. Upon receipt of the completed AT Device Loan Request Form, The Scholl Center staff will contact the borrower if the device is currently unavailable to discuss device availability and approximate start of loan

dates.

4. Loans are made on a first-come, first-serve basis and filled in the order received.

5. Borrower must visit the clinic for pick-up and drop-off of loan device.

6. 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.

7. Once the AT device is returned, The Scholl Center staff will check-in each item to ensure it is working properly and all accessories were included. The borrower may be billed for any replacement or repair costs incurred.

8. Failure to return the AT device will subject the borrower to all applicable legal action.