FDLRS Technology State Loan Library
1207 S. Mellonville Avenue
Sanford, FL 32771-2240
(407) 320-2385
(800) 558-6580
Fax: (407) 320-2379

2010-2011 PROCEDURES FOR OBTAINING AND USING SHORT TERM LOAN EQUIPMENT FROM THE FDLRS TECHNOLOGY STATE LOAN LIBRARY

The Florida Diagnostic and Learning Resources System Technology State Loan Library (FDLRS-TSLL) lends assistive technology (AT) equipment to users who are designated by their district's Director of Exceptional Student Education (ESE). In order to use FDLRS-TSLL AT equipment to assess a specific student with disabilities, the following procedures must be followed:

- Verify that you are an authorized user as specified by the "Administrator's Short Term Loan Assurance Form" submitted by your district ESE Director.
- If you are unsure that you are an authorized user, contact the FDLRS-TSLL Loan Coordinator at 800-558-6580.
- Once authorized, you are eligible to use equipment for the current school year. Provide FDLRS-TSLL with the correct address to where you would like equipment sent.

Requests for equipment must be made by telephone or email. Equipment is loaned for ***no more than fifty (50) calendar days with the exception of eye gaze systems which are loaned for no more than thirty (30) calendar days due to the high demand for this system.*** Contact the FDLRS-TSLL Loan Coordinator to request an extension. Equipment must be returned *on time* since many AT devices are in high demand and have a waiting list.

When your requested equipment arrives via UPS, fill out the equipment package inventory checklist. Keep it with the equipment since it will be used again for the return shipment. A due date is sent with each loan kit. When returning equipment, *carefully* repackage all contents in the shipping container in which it was sent. Use the checklist to confirm that everything is in the container prior to shipping. Fill out the short term loan evaluation form and place it in the container. Contact the FDLRS-TSLL Loan Coordinator at 800-558-6580 or 407-320-2383. The Loan Coordinator will arrange for UPS to pick up the package at no cost to you. ***Please note: The package must be picked up from the same address to which it was shipped.***

We appreciate your care in following these loan procedures.

The Staff of FDLRS Technology State Loan Library

The following is to be signed by the individual authorized by the ESE Director to use equipment. Please fax to FDLRS-TSLL Loan Coordinator (407-320-2379):

I acknowledge receipt of these procedures and will make every effort to comply with them in order to assist the FDLRS Technology State Library with meeting the assistive technology needs of students with disabilities who are served throughout the 67 school districts of Florida.

_____ Email: _____
Print Your Name

_____ _____
Signature Date

SEMINOLE COUNTY PUBLIC SCHOOLS

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