



**NEW MEXICO
DIVISION OF
VOCATIONAL
REHABILITATION**

Public Education Department

**BILL RICHARDSON
GOVERNOR**

**DR. VERONICA C. GARCÍA
SECRETARY OF EDUCATION**

**RALPH VIGIL
ASSISTANT SECRETARY FOR
VOCATIONAL REHABILITATION**

New Mexico Assistive Technology Borrowers Rules & Obligations Agreement

Borrowers Rules and Obligations:

1. Loans of equipment from the Able Device Loan Program made on a first come, first served basis for a period of 30 to 60 days. Borrowed items must be returned at the end of the 30 to 60 day loan period, unless prior arrangements have been made with the Able Device Loan Program to extend the loan for a longer period. Failure to return items promptly may result in a school district or agency being denied future loans.
2. Borrowers are responsible for returning all devices loaned, as well as all related peripheral items. A list of items contained with each shipment is found on the box the device is sent in. Borrowers must return all items using UPS ground shipping instructions enclosed with their shipment.
3. Borrowers must contact the Able Device Loan Program at 1-800-866-2253 or (505) 954-8535 if any of the following occur: components listed on the enclosed packing slip are missing upon receipt, device becomes stolen, or an equipment breakage or malfunction occurs during the loan. Borrowers may be held responsible for damage to the loaned equipment due to misuse, abuse, neglect, or loss while the equipment is checked out to them.
4. Only qualified representatives from the school district/agency may request equipment for loan.
5. It is illegal to copy or distribute any software loaned through the Able Device Loan Program.
6. Failure to comply with the above listed responsibilities may result in loss of future access to Able Device Loan Program, in addition to applicable financial liability.

The Able Device Loan Program's Obligations to Borrowers:

1. Endeavor to ensure that all loaned devices are fully functional at the time of the loan and that all related peripherals are enclosed.
2. Endeavor to ship requested equipment loan items, if available, to school district/agency with five business days of the initial request. If a device is not immediately available the school district/agency will be placed on a waiting list for the next available device.
3. Endeavor to maintain an inventory of devices meeting the wide array of needs faced by school districts and agencies and be responsive to their questions, concerns and needs related to the program and assistive technology.

(Please sign and return to the ABLE Device Loan Program at the address listed below).

NMDVR COUNSELOR

DATE

SCHOOL TEACHER / THERAPIST / CASE MANAGER

DATE

CLIENT / PARENT / GUARDIAN

DATE

ABLE DEVICE LOAN PROGRAM MANAGER

DATE

*435 St. Michael's Drive, Building D, Santa Fe, New Mexico 87505
1-800-866-2253 (505) 954-8500
(505) 954-8535 FAX (505) 954-8608
www.nmtap.com
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