

Assistive Technology Lending Library Guidance
Appendix 7 - Equipment Loan Agreement

1. Borrower Details

Full Name: [Prepopulated from Request Form]

Organisation/School: [Prepopulated from Request Form]

Contact Number: [Prepopulated from Request Form]

Email Address: [Prepopulated from Request Form]

2. Equipment Details

Item Description: _____

Serial Number: _____

Condition: _____

Accessories Included: _____

3. Loan Period

Start Date: _____

End Date (Initial Trial Period): _____

4. Purpose of Loan

[Prepopulated from Request Form]

5. Issuer Agreement

The issuing organisation agrees to:

- - Operate in accordance with policies on Data Protection, GDPR, and Privacy
- - Ensure Online Safety and Safeguarding
- - Manage Devices and Networks securely
- - Implement Virus and Malware Protection
- - Enforce Acceptable Use Policies
- - Support Inclusion and Accessibility
- - Provide appropriate supervision for equipment use
- - Ensure equipment is used only within the designated setting
- - Oversee timely return and completion of return documentation

Authorising Staff Member Signature: _____

Date: _____

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6. User Agreement (Fair Use Policy)

- - Use the equipment solely for educational or approved purposes
- - Not access, store, or distribute adult or inappropriate content
- - Use the equipment only within the setting it was issued to
- - Take reasonable care of the equipment and prevent damage, loss, or theft
- - Follow infection prevention and control guidance
- - Use electrical equipment safely and appropriately
- - Return the equipment by the agreed date and complete the return form
- - Report any malfunction, damage, or loss immediately

Borrower Signature: _____ Date: _____