



OTAP Equipment Loan Agreement

Name of Borrower (Responsible Party) Title:

Name of Borrower's Supervisor: Agency: County:

*If you are a parent, please provide your school contact name and agency:

Address (for Delivery): City: Zip:

Phone: Email Address:

In borrowing from the Oregon Technology Access Equipment Loan Library, I agree to the following:

- ❖ *Obey software copyright laws.*
- ❖ *Assume responsibility for returning equipment on time, via UPS.*
- ❖ *Assume financial responsibility for the repair of equipment damaged as a result of neglect or carelessness.*
- ❖ *Reimburse OTAP the current market value of item if lost or destroyed beyond repair.*
- ❖ *If this agreement is breached, access to the Loan Library may be revoked.*

Please list below, the items/apps you wish to borrow. Their availability will be verified and you will be contacted once they are shipped. Library inventory can be found at the Roseburg Public Library website:

<https://roseburg.bibliionix.com/catalog/>

Type "OTAP" in the "Find" search field at the top left of the page to find a current list of OTAP resources.

Apps are available pre-loaded on an Ipad device. Please include device preference, if applicable.

Borrower's Signature:

Date:

<u>Item/Description:</u>	<u>ID# (for staff use)</u>	<u>Notes for OTAP Staff</u>
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When shipping borrowed items back to OTAP, we highly recommend insuring the package. You are responsible for the items borrowed until we receive them. This will help protect you from possible replacement or repair costs due to damage during shipping.

Please return items visa UPS and retain the tracking information. The return address is below:

Douglas ESD Attn: OTAP

1409 NE Diamond Lake BLVD, Suite 110, Roseburg, OR 97471

If you have any questions, please email: otaplibrary@desd.k12.or.us