

ASSISTIVE LISTENING DEVICES LOAN PROGRAM

Policies and Procedures

1. The loan of equipment is free of charge.
2. The borrower must sign a contract at the Atlantic County Library System.
3. The loan period is 2 weeks. (Except the Wide Area FM System: the loan period is for a specific date.)
4. The borrower or someone accepting responsibility for it must pick up the equipment.
5. The borrower will receive a copy of the signed contract and Policies & Procedures if needed when picking up equipment.
6. In order to ensure the condition of the equipment, the library will inspect the equipment before and after loaning out.
7. Equipment must be returned via hand delivery.
8. In order to ensure availability, it is recommended that the borrower make advanced arrangements to borrow and pick up equipment. Last minute requests are not guaranteed.
9. If equipment is not returned, borrower will be billed as per signed contract.
10. If the equipment is returned damaged (aside from regular wear and tear), the borrower will be billed as per signed contract.
11. Changes to the above may be made at the discretion of Atlantic County Library System.