



Bureau of Services for Blind Persons (BSBP)
Training Center Lending Library Equipment Request Form

Borrower Information

Borrower Name	
Parent/Guardian name (If borrower is a minor)	
BSBP Staff Name	
Daytime Phone Number	
Alternate Phone Number	
Street Address	
City/State/Zip	
E-Mail Address	
First-Time Borrower? (Yes/No)	
Loan Start Date	
Return Date (Max loan period 2 months)	
Reason for Loan Place an X to the left of all applicable items in the next column.	<input type="checkbox"/> Device Trial/Evaluation <input type="checkbox"/> Loan during product repair <input type="checkbox"/> Job or Work Experience <input type="checkbox"/> Technology Training <input type="checkbox"/> Workplace Readiness <input type="checkbox"/> PSRP <input type="checkbox"/> IL <input type="checkbox"/> VR <input type="checkbox"/> Other Transition Program/Activity

Equipment Requested

Device Description	ID Label #

Borrower's Responsibility & Liability

- I understand and agree that I am responsible for proper handling and use of the above technology.
- I am responsible for returning all hardware, software, and included accessories in good working order and by the return date listed above.
- If any components listed on this form are not received by the participant, or if they are damaged upon arrival, the participant must notify the BSBP staff listed in the borrower information section above as soon as the deficit is noticed.
- If I lose or damage a device or included accessories, I understand I may no longer have access to the TC Lending Library.
- In the case of theft, I will not be held responsible, as long as I immediately report the incident to the police and provide a copy of the police report to BSBP.
- If an equipment breakage or malfunction occurs, I must immediately report this to BSBP. I will not be held responsible for equipment breakage or malfunction that occurs during normal use, as long as I report it promptly.
- I will report any address or contact information changes to BSBP during this loan period.
- I understand it is illegal to copy or distribute any software loaned through the TC Lending Library. Upon completion of the loan period, I will remove/uninstall any software used on any devices not loaned by BSBP. Failure to comply with these responsibilities will result in loss of access to the BSBPTC Lending Library.
- This equipment is for the sole use of the student while they are actively engaged in the receiving of Pre-Employment Transition Services (Pre-ETS) or other pre-approved service. Should the technology malfunction due to viruses, malware, inappropriate internet activity or physical abuse the student/participant may no longer be permitted to receive equipment from the BSBPTC Lending library
- I understand that I may be requested to return the item(s) prior to the due date for the purpose of updating any software and/or expired licenses. If I receive such request, I will comply promptly to avoid any delays in receiving the updated equipment back for the remainder of the loan period.

Borrower Signature

Date

Parent/Guardian Signature

Date