



1201 5th Street,
Campus Box 180, St. 240
Denver, CO 80204
P 303-315-1276

SWAAAC Team Agreement & Loan Library Policies

(updated March 2025)

Please have Special Education Director, Team Coordinator & Loan Library Delegates review & sign

- The district SWAAAC team is responsible for providing data each school year detailing student need for Assistive Technology (AT) as documented on the Individual Education Plan under Special Factors.
- The Special Education Director has designated a district Team Coordinator who will attend Team Coordinator meetings and submit requested data/documentation.
- The Team Coordinator will share and maintain a complete, accurate directory of all district SWAAAC team members.
- The Team Coordinator will promptly notify the SWAAAC office in the event of Loan Library Delegates, Team Coordinator, or Special Education Director personnel changes.
- For the purposes of quality assurance, all SWAAAC team members are required to document continuing education in the field of Assistive Technology including district representation at trainings sponsored by SWAAAC and the CDE as well as other assistive technology trainings they attend.
- The Team Coordinator, Loan Library Delegates, and Special Education Director have read and understand the loan library policies and procedures. The Team Coordinator will ensure that team members abide by the following:

Loan Library Policies and Procedures

The purpose of the Loan Library is to provide individuals with access to equipment for evaluation and trial purposes. The purchaser, whether it is a third-party payer, a school district, or parent, needs to have access to device trials in order to inform purchasing decisions. Equipment may also be used by SWAAAC team members who may need to learn to use devices in order to serve a student.

Requests for equipment must come from a SWAAAC Team Coordinator or Loan Library Delegate via the online library at swaaac.goalexandria.com. All requests will be honored on a first come, first serve basis once the accompanying item request survey is

SWAAAC Team Agreement and Loan Library Policies

complete. If you are having difficulty using the online library system, please contact us at swaaac@ucdenver.edu or 303-315-1276.

- Loaned equipment may be borrowed for six weeks (this includes 1 week for delivery and 1 week for return). Some items may be eligible for a two-week extension. Extensions for a single item may be requested twice (for a total of an additional 4 weeks maximum). Not all items are eligible for extensions. Extensions should be requested via email (swaaac@ucdenver.edu). If a student needs the equipment for long term use, it is important to do everything possible to procure the equipment.
 - No single patron can put a hold on more than 2 copies of the same device at a time.
- Software may be installed on ONE computer at a time during the loan period. Prior to returning the software, it MUST be uninstalled. The borrower is liable for license violations and any incurred fees if they do not uninstall it.
- Equipment MUST be returned on or before the due date. Please confirm prior to shipping that all parts (i.e. adapters, chargers, manuals) are present and in good working order and are in the original shipping container with all packing materials (Refer to the contents list included in the box).
- Please remember to clear any Protected Health Information (PHI) before returning a device - this includes photos, videos, account information, etc.
- All team members understand equipment will be returned clean and in good working order and will immediately contact a SWAAAC office representative if equipment fails to operate or if items are missing from the content list.
- Organizations with overdue items will not be allowed to borrow additional equipment until the overdue items are returned.
 - Patrons with at least one item that is 2 months overdue will have their accounts locked until the overdue item is returned.
 - Patrons with 5 or more items that are overdue will have their accounts locked until the overdue items are returned.
- Should a device break during a loan period due to anything other than normal wear and tear, repair costs become the financial responsibility of the borrower (i.e. school district). Lost equipment also becomes the financial responsibility of the borrower. Invoices will reflect the original purchase cost.
- If something is wrong with an item, you are welcome to call tech support to help troubleshoot. However, if any actual work needs to be done, you must return the item to the SWAAAC office.
- Team Coordinators (and in some cases, Special Education Directors) will be notified of overdue, missing, and damaged items.
- Borrowers are REQUIRED to complete the follow-up survey associated with each loan. This is sent via email after an item is returned and checked into the loan library.

SWAAAC Team Agreement and Loan Library Policies

- Equipment **MUST** be insured for replacement value if returning by mail. We encourage borrowers to use the courier system, free of charge. If you need instructions about how to use the courier system, please contact the SWAAAC office.
- Borrowers **DO NOT** have permission to trade, sell or upgrade any loan library equipment. You are welcome to contact the SWAAAC Office should you learn of such opportunities.

School District _____

Note: Signed form will be kept on file for 5 years unless there is a change in Special Education Director, Team Coordinator, or Loan Library Delegate

Special Education Director

Name:

Email Address:

Phone Number:

Signature:

Date:

I ☐ do / ☐ do not recognize the Team Coordinator's authority to add/delete designated Loan Library Delegates on my behalf.

Initials

Designated SWAAAC Team Coordinator

Name:

Email Address:

Phone Number:

Would you like us to include your phone number with the contact information that we publish on the SWAAAC website?

☐ Yes ☐ No

Signature:

Date:



Designated SWAAAC Loan Library Delegates

Name:

Email Address:

Signature:

Date:

Name:

Email Address:

Signature:

Date:

Name:

Email Address:

Signature:

Date:

Name:

Email Address:

Signature:

Date:

Name:

Email Address:

Signature:

Date:

Name:

Email Address:

Signature:

Date: