



Assistive Technology Project

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-  <https://www.esc1.net/Domain/35>

Vanesa Villagran
 Assistive Technology Specialist
 Special Education
 Region One Service Center
 Office of School Improvement, Accountability and Compliance

In borrowing from the Region One ESC Assistive Technology Lending Library, I agree to:

1. Assume responsibility for returning item(s) on time.
 - Retain packaging and return item(s) in the same box in which they were sent.
 - **Item(s) must be delivered in person to Vanesa Villagran.**

2. Prevent loss or abuse of equipment/software/resources.
 - Return item(s) in **clean** and working order.
 - **Return equipment/software immediately if it ceases to operate.**
 - Assume financial responsibility of repairing/replacing any item that is damaged as a result of neglect or carelessness while in your possession.
 - Replace any item(s) that are lost or damaged beyond repair.

3. If item is not returned on time, the following policy may be implemented:
 - Daily overdue fine of \$5 beginning the day following due date for items \$100 and under.
 - Daily overdue fine of \$10 beginning the day following due date for items \$101 to \$1000.
 - Daily overdue fine of \$20 beginning the day following due date for items over \$1000.
 - The borrower will be prohibited from borrowing any additional items from the Lending Library until item(s) are returned.

4. **Obey software copyright laws. Software may be installed on one computer only. There will be absolutely no copying of disks/CD-ROMs. Borrower MUST remove programs from all computer hard disk drives prior to returning software.**

Special Education Director (printed name)

Signature

School District or Charter

Phone

This agreement must be on file prior to equipment loans

Please return this form completed to Vanesa Villagran
 e-mail: villagran@esc1.net