



Xavier University of Louisiana
Office of Disability Services
1 Drexel Drive – Box 180
New Orleans, LA 70125

Office: (504) 520-7607
Fax: (504) 520-7917

Equipment Loan Policy

PURPOSE: The purpose of this policy is to outline guidelines for Office of Disability Services loaning assistive and learning technology equipment to students with a documented disability.

PERSONS AFFECTED/RESPONSIBLE: Xavier University of LA Office of Disability Services staff members and students approved for accommodations with a documented disability.

POLICY

Office of Disability Services (ODS) provides technology to help students independently meet their request for assistive and learning technologies i.e. (**Sonocent, LiveScribe SmartPen, Peer to Peer Notetaking, and Real-time Transcribing services**) on a case by case basis. Students are responsible for submitting requests for accommodations each term through **ODS Online Services or call ODS @ (504)520-7607**. Depending on the documented disability and functional limitations a student may borrow assistive and /or learning technologies. **Due to the limited number of assistive/learning technology equipment, request are processed on a first come, first serve basis.** ODS will make every effort to provide the specific technology/equipment requested by the student depending on the nature of the documented disability. The Americans with Disabilities Act of 1990 and its amendments requires that priority consideration be given to the specific methods requested by the student, it does not imply that a particular accommodation must be granted if it is deemed not reasonable and other suitable methods are available.

Students will be held responsible for maintaining the equipment and returning it to the Office of Disability Services at the end of the term in which it was borrowed. Equipment should be returned in good working order other than the normal wear and tear. Students may be held financially responsible for replacing the equipment if lost or stolen, or reimbursing ODS for repair cost of the equipment if it is damaged due to negligent or improper use or academic related consequences may be imposed, such as late fees, withholding transcripts or inability to register for classes.

PROCEDURE

Students approved for this accommodation will receive an ODS Accommodation Notification Letter, and students will be required to meet with a member ODS in order to receive appropriate training on how to properly use the equipment. Upon completion of training, students will sign an Equipment Loan Agreement Contract which identifies the equipment borrowed, duration of the loan and expected return date and student responsibilities.

Please be aware that any and all disability-related information is confidential and should be treated as such. If you have any questions or concerns, please contact the Office of Disability Services by phone (504)520-7607 or email @ disabilityservices@xula.edu.

Original Date
2021/03



**Xavier University of Louisiana
Office of Disability Services**

Equipment Loan Agreement Contract

Equipment loans are for a specific time period, for classroom use, meetings with instructors, or any activity directly related to a student's academic program. Equipment is provided on a first come, first serve basis due to the limited number of equipment available.

STUDENT INFORMATION

Term: Fall 20__ Spring 20__ Summer 20__

Name: _____ **Id#:** _____

Contact #: _____ **Email:** _____

STUDENT RESPONSIBILITIES

- Request desired services at least one week before the start of each semester and complete all necessary documentation in a timely manner.
- Inform ODS as soon as possible of any problems or technological issues that I may encounter with the equipment.
- I will not share software access codes, make copies or release the audio recordings of course lectures to others, post to websites and/or social media, sell, or in any way hinder the instructor's ability to obtain a copyright of this lecture content.
- I agree to use the software in accordance with the licenses. I understand that software installed on the equipment cannot be transferred, duplicated, or modified.
- I will be held responsible for any damage to the equipment/software or if the equipment is lost or stolen and I understand Xavier reserves the right to place a hold on my account, prohibiting me from registering for future classes or obtaining my transcripts, if I fail to return the equipment or pay for replacement costs.
- I will return the equipment to ODS if I drop a class and no longer need equipment for that class.
- I understand that there is a risk when using electronic equipment and /or software that I may lose files if the borrowed equipment malfunctions or acquires a virus. ODS is not responsible for lost and/or damaged files.
- I acknowledge by signing this agreement contract that the equipment/software I have received is in good working condition, and that I will return it in the same condition.
- I acknowledge that I have been informed of Xavier's Office of Disability Services Equipment Loan Policy.

ODS RESPONSIBILITIES

- Provide effective equipment/software and assure they are in proper working order.
- Provide training to students on how to use the specific technology.
- Resolve any issues that arises regarding this accommodation (e.g. malfunctioning equipment)

I agree to the terms outlined above.

Signature: _____

Date: _____

For Office Use:

Equipment: _____ **Serial / Model #:** _____

Date Loaned: _____ **Expected Return Date:** _____ **ODS Staff Initials:** _____