



INDIANA EDUCATIONAL RESOURCE CENTER (IERC)

Jupiter Portable Magnifier Loan Agreement Form

In borrowing the *Jupiter Portable Magnifier* from the IERC, I agree to:

1. Assume responsibility for returning this item to the IERC at the end of the borrowing school year.
  - Retain packaging and returning item in the same box in which it was sent.
  - Account for and return all items in the box, i.e., cords, power supply, manuals.
  - Return item via a trackable carrier with insurable options, i.e., UPS, USPS First Class Mail, or delivered in person. Do not mail USPS “Free Matter for the Blind.”
  - When mailing, the item must be insured for the replacement value of \$3,599.00.
  
2. Prevent loss, damage, or abuse of the Jupiter Portable Magnifier.
  - Return item in clean and working order at the end of the school year.
  - Return equipment immediately if it ceases to operate.
  - Assume financial responsibility of repairing/replacing item that is damaged (beyond normal wear and tear) because of neglect or carelessness while in your possession.
  - Replace item/s that are lost or damaged beyond repair.

Administrator’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator’s Name (Printed) \_\_\_\_\_ Phone \_\_\_\_\_

Staff Requesting Item \_\_\_\_\_ Position \_\_\_\_\_

School Corporation/Cooperative \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

School where the item will be used \_\_\_\_\_

Student Name who will be using the Jupiter Portable Magnifier \_\_\_\_\_

School Year \_\_\_\_\_

*All questions regarding the Jupiter Portable Magnifier should be directed to IERC Director, by calling 317-554-2740 or 800-833-2198 or Email: [IERC@isbvik12.org](mailto:IERC@isbvik12.org).*