



Indiana Educational Resource Center (IERC)  
**Polly Electronic Braille Learning Device**

In borrowing the *Polly Electronic Braille Learning Device* from the IERC, I agree to:

1. Assume responsibility for returning this item to the IERC upon end of use.
  - Retain packaging and return item in the original 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 insurance options, i.e., UPS, USPS First Class Mail, FedEx, or delivered in person. Do not mail USPS “Free Matter for the Blind.”
  - When mailing, item must be insured for the replacement value of \$999.00.
  
2. Prevent loss or abuse of the *Polly Electronic Braille Learning Device*.
  - Return item in clean and working order.
  - **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 \_\_\_\_\_ School District/Cooperative \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

Student who will be using the *Polly Electronic Braille Learning Device*:

\_\_\_\_\_

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

RETURN FORM TO:

Indiana Educational Resource Center (IERC)  
Administrative Office of ISBVI  
5050 E. 42nd Street  
Indianapolis, IN 46226  
Phone: (317) 554-2740 / (800) 833-2198