



INDIANA EDUCATIONAL RESOURCE CENTER (IERC)

VisioBook Portable Magnifier Loan Agreement Form

In borrowing the *VisioBook 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 return 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. (Borrower will be held accountable for any missing items and will need to return and/or replace at their expense.)
 - 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, item must be insured for the replacement value of \$3,200.00.

2. Prevent loss, damage, or abuse of the VisioBook Portable Magnifier.
 - Return item in clean and working order at 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 VisioBook Portable Magnifier _____

School Year _____

All questions regarding the VisioBook Portable Magnifier should be directed to IERC Director, by calling 317-554-2740 or 800-833-2198 or Email: ierc@isbvik12.org.