

Frequently Asked Questions Regarding Assistive Technology Loans

General Questions

What is the purpose of the AT Loan Library?

The AT Loan Library is designed to provide students and districts with the opportunity to trial equipment prior to the LEA making a purchase from the manufacturer. Often districts base decisions on what types of equipment to purchase for a specific student based on their experience with a piece of equipment borrowed from the AT Loan Library.

My student is home-schooled or attends a private school. Are we permitted to borrow equipment?

Yes. In this case, the parent must sign the Capital Loan Agreement as the LEA. In this way, the family assumes responsibility for any willful and deliberate equipment damage (beyond what is normal wear and tear on the device).

Who can borrow from the AT Loan Library?

Typically, a student's Teacher of the Visually Impaired (TVI) begins the process. They may gather data from formal and informal assessments, observation, or other means to determine what device a student may benefit from using. The TVI may also contact the WCBVI (Wisconsin Center for the Blind and Visually Impaired) AT Specialist for a consultation or request support in an informal assessment.

We see that the school district is responsible for replacing broken or damaged equipment. Can you expound on that?

Yes. The LEA or school district must assume responsibility for any willful and deliberate destruction of equipment that is beyond the scope of what is considered "normal wear and tear". WCBVI understands that equipment breaks down or stops working through no fault of the student, family or district and will not hold the parties involved responsible for this sort of damage.

Before Borrowing

How do I know what items are available to borrow?

Please see the [WCBVI AT Loans Page](#) on the [WCBVI website](#). You can also contact the AT Specialist with questions.

Do I need to fill out paperwork for the loan?

Yes. Please fill out the [WCBVI APH Consumable and Loan Request Form](#). A DocuSign link will then be sent to the TVI and LEA to sign before equipment is mailed out.

I need an LEA's signature, who can I ask?

Many TVIs (teachers of the visually impaired) ask their Special Education Directors to sign as the LEA, but it can also be a principal, superintendent, or anyone who may normally preside over an IEP (Individualized Education Program).

How do I submit my Capital Equipment Loan Agreement once I have gotten all the signatures I need?

As noted above, please include the requested information on the [WCBVI APH Consumable and Loan Request Form](#). WCBVI Outreach staff will follow up as needed and a copy of the form will be included with your equipment.

What is the soonest I can submit a Capital Equipment Loan Agreement to borrow a piece of technology for the fall?

Please do not submit any paperwork prior to the first of August. WCBVI usually begins shipping items around the middle of August.

During Loan Period

What if the equipment is malfunctioning?

Contact the AT Specialist as soon as you suspect there is a problem. She may provide troubleshooting tips, advise you to contact customer support for faster service, or facilitate equipment return or repair. The sooner you contact her after noticing trouble with the equipment, the easier the problem will be to resolve.

What if my student does not like the equipment or the equipment is not meeting his/her needs. Can we try something else?

Of course! You may need to fill out another Capital Loan Agreement depending on the item you would like to try next. Contact the AT Specialist to make arrangements.

Can my student take the equipment home with him/her to do homework or for other school-related tasks?

Ideally yes. However, the student's IEP team should determine whether it is appropriate for the device to travel between school and the student's home. This will vary on a case-by-case basis.

We borrowed this device in October and my student has benefited a great deal! Can we borrow it for another semester?

If there is not a waiting list of individuals wishing to borrow the equipment that is on loan to you, an extension can usually be arranged. Please contact the AT Specialist to inquire about this option.

Can the equipment be used on standardized tests?

Allowable accommodations are determined individually and in collaboration with the student's IEP team and District Assessment Coordinator (DAC).

Return of Equipment

When is the equipment due back to WCBVI?

Equipment is due back the third Friday in January for a fall loan and the third Friday in June for a spring loan.

Can I mail the item back to WCBVI using Free Matter for the Blind?

No, the agreement stipulates items must be returned via FedEx, UPS, or USPS. We can also schedule curbside drop-off at WCBVI by appointment with the AT Specialist if that is most convenient.

My student is receiving ESY (Extended School Year) services, may we keep the equipment until that has ended?

You may request an extension on the loan. Extensions are granted on a case-by-case basis. Please understand that the review process may take up to two weeks, so the sooner a request is submitted, the faster you can expect a response.

Other Questions

My student really benefits from this item; can we purchase it from you?

Sadly, we cannot sell you the item directly. The LEA or district should plan to purchase the item from the company listed on our website. You also may contact our AT Specialist, for more information on where the LEA or district can obtain the item.

I would like to borrow the same equipment for my student in fall, is that possible?

Yes, however keep in mind our equipment is available on a first come, first served basis. We cannot guarantee that you will have access to the equipment you request as it may have already been loaned to another student or district.