So You Want to Start a Device Lending Library Checklist

* Find out what is needed
  + Survey availability of other programs and consider why those do not meet your needs (e.g., doesn’t have what we need; barriers in accessing the equipment; liability/responsibility; waiting lists; other limitations)
  + Survey stakeholders for equipment needs
  + Determine quantities of particular items
* Decide what you will lend
  + Find out the characteristics of your loan recipients (ages, functional needs addressed by AT)
  + Decide if you will lend generic items (e.g., laptops, iPads?)
  + Decide if you will lend software and how you will lend it
  + Consider the following characteristics of equipment when deciding what to lend
    - Size and weight of equipment – will you be able to store these items easily? How much will shipping cost? Are these items easy to ship?
    - Clean-ability – are the items easily cleaned? How will you clean fuzzy toys? Will you include items that are personal in nature (e.g., commode or eating utensils)? Will you be able to implement sterilization procedures?
    - Permanent items – will you provide items that have to be installed or permanently modified?
* Decide how long you will lend items for (the longer the loan period, the more devices you need to circulate)
* Decide if you will provide loan extensions
* Decide how many devices can be loaned to one borrower at a time
* Decide how the equipment will travel
  + Will the borrower pick up and return the item? If so, who will be there to check the item in and out?
  + Is “free” delivery available? (E.g., via intradistrict “pony”) How reliable is this service?
  + Delivery by itinerant staff?
  + Paid delivery? (UPS, etc.) If charging a delivery fee to receive the item, it may be helpful to provide free shipping back to the library so you get the device back
* Decide who you will lend the items to
  + Restricted to building employees? Restricted to employees of the organization? Includes organizations partners?
  + What staff will be able to borrow the items? Therapists, teachers, paraprofessionals?
  + Will the person need to be skilled in the use of the device before being allowed to borrow? How will you know they are skilled?
  + Can the AT go home with a child?
* Decide what supports will be available to borrowers. Below are examples of materials that borrowers may find useful.
  + “Cheat sheets” and other supportive print materials
  + Manufacturer/vendor webinars and youtube videos
  + Classroom-based technical assistance
  + Student-based technical assistance
* Decide how the equipment will be managed
  + Set up a tracking system (e.g., name, make, model, date of purchase, vendor)
  + Create unique tags/codes for all items and affix tags/codes to item
  + Elect someone to manage device circulation (who has what out on loan, when is it due back, waiting lists)
  + Elect someone to manage items in need of repair (troubleshooting, sending back to vendor, track how long vendor has the item)
  + Decide when to pull an item out of inventory (what happens to it?)
* Establish policies regarding who will be responsible/liable
  + Establish borrower responsibilities for timely return, repair, and replacement
  + Establish consequences for non-compliance
  + Purchase liability protection for the program
  + Purchase copyright protection
* Establish policies and procedures to reduce loss
  + Create check in/check out procedures
  + Follow up procedures for late returns
  + Follow up procedures for incomplete returns
  + Who is responsible and for what? Replacement cost? Repair cost?
  + Decide upon consequences for those who abuse the equipment. (Suspension of borrowing privileges?)
  + Do devices have warrantees? Who will manage this information?
  + Is insurance available for the device? Who will manage this information?
* Decide how and where you will store your devices. Below are some things to consider.
  + Space – is the space big enough to house all of your equipment?
  + Shelving – is shelving available to place equipment on? Will you have to purchase shelving?
  + Storage containers – what kinds of storage containers are available? How much extra space do they take up? Will you need to add extra padding/protection to the container (e.g., bubble wrap, foam)?
  + Location – where is the storage space located? Is the location easily accessible? How much does the location cost?
  + Access – will devices be accessible in the storage space?
* Decide how you will market the program to potential borrowers
* Decide how you will evaluate the program. Below are items that should be included in an evaluation.
  + How many students have been served (unique/repeat customers)?
  + Who are the students (demographics, disability, etc.)?
  + What is being borrowed?
  + Are more teams able to “make a decision” about AT?
  + Are there increased numbers of IEPs that reflect AT?
  + Is it possible to calculate cost savings?
  + Student impact – increased inclusion through improved access to AT?
  + Customer satisfaction
* Make your program sustainable
  + Is money available for maintenance and repair (include batteries, cleaning supplies, etc.)?
  + Is money available for equipment and software upgrades?
  + Is money available for replacement of items?
  + Is money available for staffing needs?
  + Is additional money available in case any other needs arise?