Minnesota Department of Education

**Minnesota State Academis Resource Libraries:**
**Blind/Visually Impaired (BVI)/Assistive Technology (AT) Collaborative Loan Project**

**Loan Procedures**

If you are a Teacher of the Blind and Visually Impaired (TBVI) or Certified Orientation and Mobility Specialist (COMS) and serve students in Minnesota and you are interested in borrowing a piece of equipment from the project, contact Heidi Cole **via email**: heidi.cole@msad.state.mn.us

Each device has a designated loan period, if the equipment is currently on-loan, your request will be placed on a waiting list. The AT loan project is intended to be a "try before you buy" service and material will be loaned out to each student only once a year.

To ensure that equipment is used properly and returned in *good working order* for others, **please read and follow all instructions** in the manual and other support materials that accompany the equipment before beginning to use it.

**If you are experiencing problems with the equipment you have borrowed, please follow these instructions *in this order*:**

1. Refer to the reference materials included with the device.
2. If you continue to have problems, post your question on the BVI list: blind-visually-impaired@lists.state.mn.us. If you have not yet subscribed to the BVI list, send an email to blind-visually-impaired@lists.state.mn.us with "subscribe" in the subject field.

A checklist of all of the pieces of equipment and any accompanying material is included with each device. Please check off each piece on the list when you receive the equipment and prior to sending it back. Include this list when returning the equipment. **DO NOT SEND THE EQUIPMENT BACK INCOMPLETE**.

A survey **must** be completed at the end of the loan period. When returning equipment via UPS please make sure the box is secured properly. **Districts are responsible for the return UPS shipping cost.**

Questions regarding the loan procedure, repair procedure, or shipping concerns must be directed to Heidi Cole **via email**: heidi.cole@msad.state.mn.us

**Please note that equipment from the loan program is not loaned during the summer. All equipment must be returned to the Resource Center no later than the second Friday in June of each school year.**

Heidi Cole, 1-800-657-3859

RETURN SHIPPING ADDRESS:
MSA Resource Libraries
C/O Heidi Cole
400 SE 6th Ave.
Faribault, MN 55021

## 2013 – 2014 Minnesota BVI/AT Collaborative Loan Project Inventory

| | |
|---|---|
| Acrobat LCD 3-in-1 Desktop Low Vision Magnifier | 1 |
| Active Braille | 1 |
| Amigo | 2 |
| BrailleNote APEX | 2 |
| BrailleNote mPower | 1 |
| BraillePen 12 | 2 |
| Laptop Packages | 2 |
| Mountbatten Brailler / Pro | 2 |
| Mountbatten Learning System | 2 |
| Netbook 2011 Systems | 2 |
| Pebble | 2 |
| Pebble Mini | 2 |
| Pen Friend | 4 |
| Ruby | 2 |
| Sapphire | 2 |
| Sense View Hand Held Magnifier | 2 |
| SenseView Light | 2 |
| Summit I.D. Mate | 2 |
| Transformer | 1 |
| Victor Reader Streams | 6 |
| VizioBook | 4 |