

Date: \_\_\_\_\_

**Assistive Technology Lending Library**  
**Kaiserslautern School District**  
**SY \_\_\_\_\_**

**Lending Agreement:** I agree to be **fully responsible** for the items listed below while they are in my care and **return items in the same condition as they were borrowed**. If items are **lost or damaged** the school is responsible for **replacement or repair**.

I will return the items promptly as requested according to the due date. If an extension is requested I will email the district POC to request renewal prior to the due date. If software is borrowed for trial use, I will put in a **Service Desk Request** to have it **installed** on my computer and later to have it **removed** at the end of the trial period. Failure to comply with this policy will revoke my privilege to borrow additional software and or devices.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_  
(Sign and email/PDF back to AT Lending Library POC upon receipt of materials)

**Date Materials Received:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

<b>Items Requested</b>	<b>Due Date</b>
• _____	
• _____	
• _____	
• _____	
• _____	
• _____	

**Attention:** Please e-mail this completed form as an attachment to [#AssisTech.Kai@eu.dodea.edu](mailto:#AssisTech.Kai@eu.dodea.edu) or send the form using the digital sender.

**Please return items by due date using "Official Mail" Certified Receipt Requested.**

**Mail to:**

Ramstein Elementary School  
ATTN: AT Lending Library POC  
Unit 3240 Box 430  
APO AE 09094