

# NEIGHBORHOOD DEVICE LENDING LIBRARY

## WHAT IS IT?

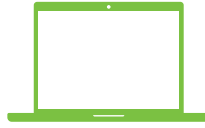
Our **Device Lending Program** offers individuals the chance to borrow an assistive technology **device** shared among members of a neighborhood to be used on a short-term basis

## PRODUCTS



### DESKTOP COMPUTERS

Components of desktop computer are the computer case, monitor, keyboard, mouse, and the power cord.



### LAPTOPS OR NOTEBOOKS

Components of laptop computer or notebook is the device and the power cord.



### PRINTERS

Components of inkjet printer include the printer, one ink cartridge and the power cord.

## ESTABLISHING THE LIBRARY PROCESS

1. Determine a neighborhood representative who will act as coordinator of the neighborhood device lending library. This person will be responsible for assigning and tracking the devices, delivering/picking up from borrowers, and providing basic tech support to initially set up the device.
2. Request a small quantity of devices from the Digital Inclusion Working Group.
3. Confirm the lending criteria that will be used.
4. Establish a distribution system for tracking the devices and the borrowers.
5. Create organizational receipt for recipients to sign and take a photo of the device being borrowed.
6. Produce a loaned equipment agreement to be signed by the organization representative and the borrower.
7. Determine who will receive devices and how they will be notified.
8. Gather pertinent personal contact information about the borrowers (name, address, email, phone number); what types of devices they are borrowing, and what purpose for device usage.
9. Offer an orientation for recipient on the device being borrowed.
10. Provide monthly distribution reports to the Digital Inclusion Working Group.

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## LENDING CRITERIA

- Individual borrowing the device resides in the neighborhood's geographic area (e.g. renting, staying with a friend, owner).
- A device can be borrowed for up to 3 weeks. It may be eligible for renewal if not needed by someone else.
- A device may sustain damage while in the possession of the borrower. If a device is damaged, the borrower will return device to neighborhood lead who will first try to fix. In the case device cannot be repairable, contact the Digital Inclusion Working Group for suggested resources. (Note: A damaged device will be replaced when possible, but may take a while).
- Missing or lost devices - may incur a penalty from the borrower.

## BORROWER STEPS

1. Borrower contacts the neighborhood lending library coordinator.
2. Borrower complete application to request device and provides at a minimum the following information:
  - name
  - address or location where borrower reside
  - home phone/ cell phone
  - email (encourage borrower to create email account if none)
  - type of device needed (e.g., laptop, desktop)
    - Note: the neighborhood could include other items in this such as a printer or even gardening tools
  - purpose for device usage (education, work, etc.)
  - determine long-term need (e.g., after the borrowing period does the individual need help getting a permanent device or their device will be repaired)?
3. The lending library coordinator approves the request and allocates a device.
4. Dropped-off and/or picked-up location of device will be arranged by lending library coordinator (per their agreement).
5. Borrow uses the device.
6. Twenty-four hours prior to the device being due for return, the program coordinator contacts the borrow to discuss next steps:
  - **Extension:** the device may be extended, if equipment is still available.
  - **Renewal:** borrower must complete a extension/renewal form to be approved by lending library coordinator.
  - **Return:** devices must be returned on the schedule due date to avoid any penalties.