

**TITLE: OT EQUIPMENT LOAN PROGRAM**

**Statement of Use: Pacific University School of OT maintains a library of equipment and assessment tools for student learning. These tools are made available to students through a loan program.**

**POLICY:**

- Students must comply with the check-out procedure through the loan program to borrow equipment for practice opportunities.
- Students are responsible for the tools and equipment they have checked out through the School of OT loan program.
- Items must be returned in the same condition as they were checked out.
- If student is in the distant education program and accessibility to campus is not possible, the student may request the tool or equipment to be sent to them with appropriate advance notice.
- The student is responsible for the return shipping and handling charges on the item shipped.
- Students will sign and submit a “Student Account Authorization Form”
- If an item is not returned by the due date, or an item is damaged, fees will be charged to the student's account to replace or repair the item
- It is possible if the item is not returned that a student's diploma may be withheld until the return of the item or payment for a replacement item.
- Duration of the loan time may vary. Most loans are due back in 3 business days for on campus students and one week for distance education students. This return date policy is assumed at the time of check out, unless otherwise noted.

**PROCEDURE:**

- I. Student identifies the tool or equipment they wish to check out from the [Inventory spreadsheet](#) (for distance education students), or on campus students can review the filing cabinets in the OT administrative office.
- II. Distance education students will send the [Resource Material Check out Form](#) and the *Student Account Authorization Form* via e-mail, subject line: Resource Material Check out request, to [ot@pacificu.edu](mailto:ot@pacificu.edu)
- III. Distance Education and on campus students complete the [Student Account Authorization Form](#), giving Pacific University the right to charge their account for late fees or lost/damaged merchandise.

- IV. Assessment tool kits with multiple pieces will be checked for content before they leave the office
  - A. An inventory card should be with every kit that has multiple pieces, indicating that the kit was checked and all parts accounted for before shipment or check out.
    - 1. If a student receives a kit or tool with missing components, the administrative office should be contacted with this information as soon as possible.
  
- V. Additional charges for oversize and heavy items (assessment kits) may be charged for shipments made through the mail.
  
- VI. The University will pay for the shipment to the destination, it will be the students responsibility to pay for the return shipment:
  - A. Student must supply a valid street address (no PO Boxes) for delivery
  - B. A one week advance notice is required to ship products from the Pacific University mail room.
  - C. Insurance coverage needs to be placed on kits that are over \$500.00
  - D. Return address: Pacific University School of Occupational Therapy  
College of Health Professions  
190 SE 8<sup>th</sup> Ave. Suite 300  
Hillsboro, OR 97123

FORMULATED:	June 2012
REVIEWED:	May 2017
REVISED:	