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**Special Education Department**

***Policy of Lending Library***

*Individuals borrowing equipment from the Lending Library that belongs to Grant County Schools, Ohio Valley Educational Cooperative (OVEC), Kentucky School for the Blind (KSB), and/or Learning Ally (formerly Recording for the Blind & Dyslexic/ RFB&D) will be responsible for ensuring that it is properly used and not abused. The borrower will be responsible for the item by knowing its whereabouts at all times and for its return to the Special Education Department. It is the responsibility of the borrower to notify the Grant County Schools Special Education Department at the time a borrowed item becomes lost and/or broken. Any broken item is to be returned to the Grant County Schools Special Education Department at the time breakage occurs. The borrower is to return any inventory item that is no longer needed or being used to the Grant County Schools Special Education Department.*

*I acknowledge I have read and understand the policy of the lending library. I acknowledge I have reviewed, verified, and confirmed the items listed on the lending log.*

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Borrower’s Name Printed Borrower’s Signature

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Date