



For library use only

last name, first name

Salto card number

Inclusive Technology Lab Terms of Use Agreement

_____ **Borrowing Collection Only**
(Ensure the student also has a current Technology Borrowing Agreement on file and that they are aware that consultations/drop in are available to learn to use the technology)

_____ **ITL Space (Salto) and Borrowing Collection**

Student Name:	
Library Barcode:	
Email Address:	Local Phone Number:

To Be Completed During Orientation	Check
Discussed Terms of Use below	
Provided tour of ITL	
Provided introduction to assistive software use / user guides on desktop	
Provided overview of ITL borrowing collection including need for Technology Agreement Form before borrowing	
Reviewed safety and security procedures / Phone	
Reviewed opportunities for training	
Asked the student if they have specific questions	
Reviewed Library hours / ITL closes 15 minutes before library closes	
Reviewed \$10 replacement fee on library account if Salto key not returned	
PTA/Staff Name:	

As part of the Library, the ITL supports students registered with the Disability Resource Centre and functions as a laboratory space to learn about, evaluate and experiment with assistive technology.



The *Terms of Use* below apply to all people authorized with ITL access:

- Be respectful of others using the space
- Use the equipment and technology appropriately and with care
- Report any concerning activity to the Library Service Desk and/or Campus Security immediately
- Do not leave any personal belongings unattended
- Turn off all ringers on cell phones; they are not permitted in the ITL
- Clean up after yourself using the garbage/recycling bins in the foyer

Student Signature: _____

Date Signed: _____
(MM/DD/YYYY)