



Enable Ireland
National Assistive Technology Training Service
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AT Loan Library Terms and Conditions

Introduction

The [Enable Ireland AT loan library](#) is a great resource where therapists and service owners can benefit from equipment trials to test its suitability before purchasing. So that we can maintain an efficient and reliable service, we require all borrowers to agree to the following terms and conditions.

Terms and Conditions

1. Each PDS centre/partner agency must have an assigned Responsible Person. This person and the borrower will receive notifications of late or overdue loans. The Responsible Person is expected to assist the library in collecting missing or overdue items and handling invoices from the library should the need arise.
2. Members will be required to complete an application to gain access to the library system which will cover consent to access and data processing.
3. Each member can borrow 4 items at any one time. Increasing this limit is done at the discretion of the library staff and cannot be guaranteed.
4. Our loan period is 30 days. You will be notified of the borrowed items and their return date when we dispatch them. See the [loan process chart](#) for more information.

5. If you wish to extend your loan beyond the 30 days, please contact the library (atlibrary@enableireland.ie). Extensions are only issued at the discretion of the library staff and cannot be guaranteed.
6. If the loan equipment is considered unsuitable, we request that you return it immediately. This could benefit others waiting for the item to be returned.
7. All borrowed equipment must be returned, including charging cables and cases.
8. Borrowed items must be returned in good condition. If items are lost or damaged beyond reasonable wear and tear, the CDNT or AS Centre to which the borrower belongs will be responsible for covering the full replacement cost. This applies to all iPad Hub devices and accessories as well as standard library loans. For Enable Ireland Centres, replacements will be ordered directly by the AT Loan Library to ensure consistency, with the cost cross-charged to the responsible Team.
9. Please contact the library immediately to report missing or damaged equipment. Prompt reporting ensures repairs or replacements can be arranged as quickly as possible. Failure to report broken/lost equipment may result in a financial penalty and/or suspension of membership.
10. All devices supplied by the AT Loan Library are provided with protective cases. It is the responsibility of the therapist/borrowing team to choose the most appropriate device and case for each trial situation, taking into account the AT user's needs and potential risks. **If you have any concerns about which device or case to use, or if a robust case is required, please contact the library team before making a reservation.**
11. Centres with an iPad Hub are responsible for ensuring that all staff using the Hub are up to date with the "iPad Hub Data Protection" training available on the iGrow platform. It is also the responsibility of the Hub to ensure that [all devices are electronically erased \(factory reset\)](#) after each loan and before re-issue to another child or family. The AT Loan Library places the highest importance on data protection and GDPR compliance, and it is essential that Hubs manage devices in line with these requirements.
12. Failure to return the equipment by the due date will result in unnecessary delays for other borrowers. Repeated borrowing beyond the loan period without an approved loan extension from the library may result in suspending your membership

and issuing an invoice for replacing the overdue items to your Centre's Responsible Person.

13. When the loan period is about to expire (ideally a few days in advance of this date):

- a) Pack the loan items in the same packaging/bag they came to you in. Ensure all parts of the loan are sent back together, such as power supplies and cables.
- b) Place our address details below on the parcel.
- c) Complete the [Request Courier Form](#), and we will organise DPD for collection.

14. By using this device any software or service accessed through the device, users acknowledge and agree that they are solely responsible for any personal or sensitive data they choose to upload/access. It is strongly recommended that users refrain from uploading/accessing sensitive information on the device (e.g. Banking information). Enable Ireland explicitly disclaims any responsibility for the user's data, emphasising that users engage with the device at their own risk. It is essential users exercise caution with the apps used and information loaded onto each device.

15. All loaned devices are enrolled in Enable Ireland's Mobile Device Management (MDM) system. This ensures appropriate security, configuration, and support. Borrowers must not attempt to remove, bypass, or alter the MDM profile. Doing so may result in suspension of borrowing privileges.

If you have any queries, please contact us at:

atlibrary@enableireland.ie

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