



## Procedures for Borrowing AT Devices/Tools

### Checkout:

- Pre-K to Grade 12 school personnel in VDOE Region 4 are eligible to checkout assistive technology items.
- Items can be checked out for 2 months at a time.
- [AT Checkout Request Form](#) must be submitted.
  - AT item requests will be processed within 5 business days.
- Lighter weight items (under 5 lbs.) may be shipped; all items can be picked up by appointment.

### Waitlist:

- A borrower may be added to a waitlist for a particular item and will be notified when the item becomes available.

### Return:

- In-person returns are scheduled by appointment
- Mailed items carefully placed in original packaging may be returned using the pre-paid label provided and sent to:

#### **Mailing Address:**

TTAC Office- Geoff Weber  
10890 George Mason Circle  
Johnson #213, MSN 7A1  
Manassas, VA 20110

#### **Physical Address:**

George Mason University - SciTech Campus  
Katherine G. Johnson Hall, 213  
10890 George Mason Circle  
Manassas, VA 20110

### Renewals

All request for renewal(s) must be approved by GMU TTAC AT Coordinator or Administrative Assistant by:

- Email: [gweber3@gmu.edu](mailto:gweber3@gmu.edu)
- Phone: 703-993-4496

### Borrower Responsibility

Each borrower assumes full responsibility for all checked out item(s). Consistent late returns or lost/ damaged returns by a stakeholder may result in the loss of borrowing privileges.