

## FAQs for Borrowing Clinic Material

***Who may borrow clinic materials?*** CMD faculty and staff; graduate students enrolled in CMD 560, 561 and 564; other students with special permission from course instructors

***How long may I keep materials?*** Materials may be signed out when needed and returned as soon as possible the same day of use.

***May I keep materials over night?*** When necessary for clinic preparation or completion of class assignments, materials may be signed out after 3:00 PM. All materials must be returned by 10:00 AM the next day. Materials signed out after 3:00 PM on Friday must be returned by 10:00 AM the following Monday.

***How do I sign out materials?*** Write the name of the materials you have borrowed on your sign-out card in the file box on the count in the CMD office. Include the date and time that you signed out the materials.

***Where do I return materials when I am done?*** To the materials return bins in the CMD office. Do not return them to the materials room. Make sure you sign the materials back in on your sign-out card.

***What materials need to be signed out?*** Any test or therapy materials in Davis Room 17A (Materials room), any AAC materials, clinic laptops, clinic software. Materials in the student work room do not need to be signed out and should be returned to the workroom when done.

***May I borrow only a part of a test or other materials?*** Absolutely not! You must keep all materials that are part of a protocol together, even if you only need to use part of the material. This is essential so that we do not lose materials.

***Where are the score sheets for the test protocols?*** Look in the kit with the other materials for a test. If there are not score sheets there, look in the bookcases in Davis Room 17. If you still cannot find one, see your clinical instructor or the Clinic Director.

***What should I do if I cannot find the material I want?*** Check the materials list in the CMD office to see if we own it. Check the shelves in the materials room to see if the item was misfiled. Check the sign-out card file to see if someone else has the item. When all else fails, ask your clinical instructor or the Clinic Director.

***What happens if I lose material I have signed out?*** Each person who signs out material is ultimately responsible for its safe return. If the unexpected happens and you are unable to return the material you borrowed, or return it in good condition, please notify the Clinic Director. Accommodations can be made for reasonable unexpected events. If you have been negligent in your duty to return materials your borrowing privileges will be restricted or revoked.