

# Scottish Sensory Centre (SSC)

## Assistive Listening Technology – Terms and Conditions of Loan

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### Introduction

The Scottish Sensory Centre (SSC) provides a loan service for assistive listening technology to support Deaf and hard of hearing children and young people in educational settings across Scotland.

Any education authority may request to borrow assistive listening technology from the SSC, subject to the terms and conditions set out in this document. The equipment is specialist, limited in quantity. These terms are designed to ensure the equipment is used safely, responsibly, and fairly, so that it remains available to support learners who need it.

By requesting, receiving, or using SSC assistive listening technology, borrowers confirm that they understand and agree to comply with these Terms and Conditions.

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### 1. Definitions

- **SSC:** Scottish Sensory Centre.
  - **Equipment:** Any assistive listening technology or related accessories loaned by the SSC.
  - **Educational Audiologist:** The SSC Educational Audiologist responsible for advising on and approving appropriate equipment.
  - **Borrower:** A qualified Teacher of the Deaf who has approval from their local authority service and is responsible for the loaned equipment.
  - **Education Authority:** A local authority or education service requesting the loan.
  - **Loan Period:** The agreed period during which the equipment is loaned.
  - **Improper Use:** Use of the equipment other than for its intended educational purpose, contrary to manufacturer or SSC guidance, or in a way that risks loss, damage, or harm.
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### 2. Eligibility to Borrow

2.1 Equipment may only be borrowed by: - A **qualified Teacher of the Deaf**, - Who has **approval from their local authority service**, and - Who is acting on behalf of an education authority.

2.2 Individual families, pupils, or non-approved staff are not eligible to borrow equipment directly from the SSC.

2.3 The approved borrower is responsible for ensuring that all staff using the equipment are appropriately informed and supported.

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### 3. Booking and Approval Process

3.1 All bookings must be made through the **SSC Library**.

3.2 All equipment requests must be discussed and agreed in advance with the **SSC Educational Audiologist**, who will advise on suitability and availability.

3.3 The SSC reserves the right to decline or amend requests due to availability, suitability, or service capacity.

3.4 Equipment remains the property of the SSC at all times.

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### 4. Loan Period

4.1 Loan periods are agreed on a case-by-case basis and will be confirmed at the time of booking. Generally, the loan period will be 6 weeks

4.2 Extensions to the loan period are not automatic and must be agreed in advance with the SSC.

4.3 Failure to return equipment by the agreed date may affect future borrowing and may result in the loan being withdrawn.

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### 5. Delivery and Return of Equipment

5.1 Equipment will be **posted to the education authority** at an agreed **educational building address**.

5.2 Equipment **must not be sent to or from a home address** under any circumstances.

5.3 The borrower is responsible for ensuring safe receipt of the equipment on delivery.

5.4 All equipment must be returned to the SSC using: - **Royal Mail Special Delivery**, or - **A tracked and insured courier service**.

5.5 The borrower is responsible for the equipment until it has been received, checked, and confirmed as returned by the SSC.

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### 6. Use of Equipment

6.1 Equipment must: - Be used only for educational purposes, - Remain within an **educational building**, and - Be used in accordance with manufacturer instructions and SSC guidance.

6.2 Equipment must not be: - Taken to a pupil's home, - Used for non-educational or personal purposes, or - Loaned or transferred to another service without SSC approval.

6.3 The borrower must ensure that reasonable steps are taken to prevent loss, theft, or damage.

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## 7. Care, Loss, and Damage

7.1 The borrower is responsible for the care and safe keeping of the equipment throughout the loan period.

7.2 Any loss, theft, or damage must be reported to the SSC as soon as possible.

7.3 In cases of loss, serious damage, or failure to return equipment, the SSC reserves the right to: - Require replacement on a like-for-like basis, or - Recover the cost of repair or replacement from the education authority.

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## 8. Improper Use and Withdrawal of Loan

8.1 Improper use of equipment may result in immediate withdrawal of the loan.

8.2 The SSC may suspend or refuse future loans to an education authority or borrower if these terms are not followed.

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## 9. Acceptance of Terms

By requesting and accepting a loan of assistive listening technology from the SSC, the borrower and their education authority confirm that they have read, understood, and agreed to comply with these Terms and Conditions.

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## 10. Contact

For bookings, advice, or queries regarding assistive listening technology loans, please contact:

**Scottish Sensory Centre**

University of Edinburgh

[sscmail@ed.ac.uk](mailto:sscmail@ed.ac.uk)