Print Form

Machine-Lending Agency Review

Agency:

MLA Code: Date:

I will be conducting an on-site review of your machine-lending agency routines and files. Please complete this self-evaluation and have it ready in time for my on-site review. Answering the simple questions in this self-evaluation will save you and me time during the upcoming review. During my review, I will want to review specific operations with the staff member responsible for maintaining the machine inventory. Please ask that person to complete Part I of this evaluation, since he or she is most familiar with those operations.

Part I

(To be answered by clerk for machine inventory files)

This review is to confirm that your agency is in compliance with published NLS procedures relating to the control and accountability of government-issued equipment, and to determine whether there are areas that might need the attention of either your agency or NLS.

Please provide your name and position title:

Name

Title

MLA Manuals and Guidelines

1. Do you have an updated copy of the NLS *Machine-Lending Agency Procedures Manual* immediately available for your use? ◯Yes ◯No

2. Do you use the *Multistate Center Supplies Catalog* when ordering equipment, repair parts, or equipment-shipping cartons from the multistate center? ◯Yes ◯No

3. Do you use the Network Library Services Web Ordering and Warehousing (WOW) system to order? ◯Yes ◯No

4. Do you have an updated copy of section 7 (equipment) of the *Network Library Manual* on hand for your own use? If so, please fill in the dates of the various entries listed. ◯Yes ◯No

Topic

7.1	Available Equipment	Date:
7.2	Playback Equipment Distribution	Date:
7.3	Warranty Procedures	Date:
7.4	Disposal	Date:
7.5	Specialized Amplifiers	Date:

MLA Code: Date:

7.6	Remote Control Units	Date:
7.7	Inventory Control and Statistics	Date:
7.8.1	Liaison with Telephone Pioneers	Date:
7.8.2	Repair Manuals and Training Materials	Date:
7.8.2	Attachment	Date:
7.9	Retrieval of Equipment	Date:

5. Do you receive and maintain current and applicable copies of NLS machines and accessories reports, NLS network bulletins, and TIE messages that apply to equipment lending and inventory control? ◯ Yes ◯ No

6. Are they being distributed to repair groups and other appropriate persons in your service area? ◯ Yes ◯ No
http://www.loc.gov/nls/networkdocs/machines/index.html

MLA Reports

7. The following reports are required and should be submitted as needed to the Blind and Physically Handicapped Inventory Control System (BPHICS) Contractor. For what month and year did your agency last submit each report? Please have copies available for onsite review.

Monthly Machine Activity Report (the printout from BPHICS), if error is noticed.	Date:
Monthly Inventory Report Talking Book Machines	Date:
Monthly Inventory Report Cassette Machines and Accessories	Date:

8. The following reports can be submitted anytime during the month in which there is any activity of the type to be reported. What is the month and year for which your agency last submitted each report? Please have copies available for onsite review.

Monthly Inventory of Machine Transfers	Date:
Obsolete and Damaged Equipment Report	Date:
Stolen/Lost/Location Unknown/Recovery Report	Date:

Machine-File

9. Do you have a separate machine-file, in order by machine model and serial number, in a manual card file or an automated machine file?

◯ Manual card file

◯ Automated machine file

10. Do you maintain this information, regularly inputting model and serial numbers for newly received equipment? ◯ Yes ◯ No

11. When transferring equipment to another agency, do you provide model and serial numbers on the transfer form? ◯ Yes ◯ No

MLA Code: Date:

12. Do you report individual pieces of equipment as stolen to the NLS equipment control officer? ◯Yes ◯No

Certificates of Mailing

13. When new equipment mailed from the manufacturer is received, do you check each item against the certificate of mailing to ensure the correct agency, quantity, model, and serial numbers have been received? ◯Yes ◯No

14. Do you keep one copy of the certificate of mailing after marking it to show receipt? ◯Yes ◯No

Patron Equipment Records

15. Do you maintain records that show quantity, model number, and serial number of machines issued to patrons? ◯Yes ◯No

Part II

(To be filled out by director of MLA)

This part of the self-evaluation should be completed by the director of the library or machine-lending agency.

MLA Audits, Agreements, and Documents

1. Do you have filed and readily retrievable a copy of the last machine-lending agency audit, including a copy of your agency's responses to recommendations made in the last audit? ◯Yes ◯No

2. Do you have filed and readily retrievable a copy of the machine-lending agency service agreement signed between your agency and NLS? ◯Yes ◯No

3. Do you have sublending agencies in your service area? ◯Yes ◯No

4. If there are sublending agencies, does your agency have copies of sublending agency service agreements? ◯Yes ◯No

5. Do you have on file a copy of any exemption letter from NLS that provides your agency the authority to deviate from standard machine accountability and control procedures? ◯Yes ◯No

6. Do you and the staff member(s) responsible for NLS equipment inventory and control understand the NLS machine-lending agency standard policy? ◯Yes ◯No

7. Does your agency have a written internal *procedures* manual or statement for machine and accessory accountability and control? ◯Yes ◯No

Issuance of Equipment

8. Does your agency replace equipment for readers within two working days?

◯Yes ◯No

MLA Code: Date:

9. Does your agency make three attempts to retrieve equipment from inactive patrons, documenting each attempt with a copy of the dated letter sent or date of phone calls? ◯Yes ◯No

Repair of Equipment

10. Are local machine repair efforts currently meeting your needs? ◯Yes ◯No

11. If no, how are you getting your machines repaired? (check all that apply):

- ☐ Telecom Pioneers
- ☐ Elfuns
- ☐ Staff
- ☐ Other

Other: explain

Disposal of Equipment

12. Does your agency dispose of NLS equipment prior to receipt of NLS approval? ◯Yes ◯No

13. When your agency disposes of equipment, does it (check all that apply):

- ☐ salvage needed usable parts?
- ☐ remove batteries before shipping?

M&A Number: 03-07 "CBM and TBM disposal contractor" May 9, 2003

14. Are batteries properly disposed of through NLS approved disposal procedures? ◯Yes ◯No

M&A Number: 00-09 **"New Disposal Service for NiCad Batteries"** June 9, 2000

Secure Storage

15. Please list the people (by job title) in your agency who have authorized access to stored NLS playback equipment, in accordance with the MLA inventory procedure manual (1.2, 6, and attachment 3):

Name		Title	
Name		Title	
Name		Title	
Name		Title	
Name		Title	
Name		Title	
Name		Title	
Name		Title	

MLA Code: Date:

16. Does your agency properly store NLS playback equipment so that: (check all that apply):

- ☐ it is locked and secure from access by non-authorized persons?
- ☐ public access is restricted?
- ☐ there is no potential for damage from haphazard stacking or storage in areas of the building susceptible to extreme temperatures?
- ☐ the equipment model and serial numbers are readily identifiable?

Self Audits

17. Does your agency conduct a biannual self-audit of its machine inventory files? If yes, please attach a copy of the results.
Yes Date: No

Reconciliation

18. Has your agency completed a reconciliation of machine records with BPHICS? Yes Date: No

19. Is a reconciliation performed on a biannual basis? Yes No

20. Has your agency requested NLS assistance in maintaining machine and accessories accountability and control from the equipment control officer? If yes, please attach a copy of the results. Yes Date: No