



Services for Students with Visual Impairments (SSVI)

Muriel Stanley Venne Provincial Centre
12360 – 142 St. NW, Edmonton, AB T5L 2H1
Telephone 780-427-4681 AB Toll Free 310-0000
edc.ssvi@gov.ab.ca

HOW TO RETURN ITEMS YOUR SCHOOL HAS BORROWED

Alberta Education covers the shipping costs when sending loaned items to schools. Schools are required to cover the shipping costs when returning these items. Address all returns to:

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- Return all equipment and large fragile kits (e.g. Light box materials) using a bonded courier such as LOOMIS. Schools are not required to insure the shipment.
- Return large print, and durable kits using Canada Post's regular mail service.
- Return braille using Canada Post's "Literature for the Blind" service. This service is postage free, but has many restrictions. Canada Post has the right to open any package to verify the contents. Refer to Canada Post's website for full regulations.
<http://www.canadapost.ca/tools/pg/manual/pglitblind-e.asp>

Some School Jurisdictions have arrangements with a courier service, or use their school truck service to return items.

ADDITIONAL INSTRUCTIONS FOR RETURNING KITS AND EQUIPMENT:

- Remove any personal files from braille notetakers, Mountbatten brailers, myReaders, and DAISY players.
- Ensure that all kits and equipment are returned in their original shipping containers/boxes along with all the parts/accessories listed on the contents.
- Ensure that the parts/accessories are firmly packed.
- Do not apply any type of label over existing SSVI box labels.
- Wrap kit containers/boxes with the label "Box MUST BE Wrapped Before Shipping" using packing