

Waterloo Public Library

MANUAL WHEELCHAIR POLICY

The Waterloo Public Library will have available to elderly and disabled customers mobility aids for navigating the library and for retrieving materials. All users of such mobility aids will be educated on the safe use of them, and this education shall be documented.

Procedure

- The manual wheelchair will be kept at the Welcome Desk.
- To borrow the wheelchair, the customer must ask a staff member.
- The wheelchair will only be loaned to those customers who physically need it.
- Staff may refuse to loan the wheelchair to anyone they feel is unable to handle the wheelchair safely due to physical or mental limitations.
- The customer will be verbally instructed by staff and given written instructions on the safe use of the wheelchair.
- The customer will sign a safety sheet/log documenting he/she has been instructed on the safe use of the wheelchair.
- The safety sheet/log will be dated and signed by the staff member and filed at the Welcome Desk.
- The customer does not need more than one safety lesson unless he/she requests it or if staff feels the customer may need reminders on its safe use.
- Each time the customer borrows the wheelchair, staff will note the date and time of check-out and check-in on the customer's safety sheet/log.
- For statistical purposes, staff will record a hash mark on the *Motorized Cart and Wheelchair Usage Chart* each time the wheelchair is used.
- An evaluation form will be given to first time borrowers. The form can be deposited in the evaluation form box at the Welcome Desk and will be picked up by the project coordinator who will attach it to the customer's safety sheet/log.

Reviewed by Board of Trustees. 2/09/09

Reviewed by Board of Trustees. 01/09/06

Adopted by Board of Trustees. 4/12/04