

Waterloo Public Library

MOTORIZED CART 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 motorized cart and the key for the cart will be kept at the Welcome Desk.
- To borrow the motorized cart, the customer must ask a staff member.
- The motorized cart will only be loaned to those customers who physically need it.
- Staff may refuse to loan the motorized cart to anyone they feel is unable to handle the cart safely due to physical or mental limitations.
- Before being given the key, the customer will be verbally instructed by staff and given written instructions on the safe use of the motorized cart.
- The customer will sign a safety sheet/log documenting he/she has been instructed on the safe use of the cart.
- 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 motorized cart, 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 cart is used.
- An evaluation form will be given to first time borrowers. The form can be deposited in the evaluation form box 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. 02/09/09

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