

## **The Gray Matters Grant Use of Motorized Cart Policy**

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The Waterloo and Cedar Falls Public Library Boards of  
Trustees

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**Policy:** It is the policy of the Waterloo and Cedar Falls Public Libraries that elderly and disabled patrons have access to mobility aids that will help them navigate the library and retrieve materials. All users of such mobility aids will be educated about the safe use of such devices and this education will be documented.

- Procedure:**
1. A motorized cart will be kept behind the welcome desk at the Waterloo Public Library and in the space provided for it next to the service desk at the Cedar Falls Public Library.
  2. The key to the motorized cart is kept at the welcome desk at the Waterloo Public Library and at the service desk at the Cedar Falls Public Library.
  3. When an elderly/disabled patron wishes to use the motorized cart, he/she must request the key.
  4. Staff will only loan the cart to a patron who physically needs it.
  5. Staff may refuse to loan the cart to someone they feel is not able to handle the motorized cart safely due to mental or physical limitations.
  6. Before turning over the key to the patron, the staff member both verbally instructs the patron on how to use the cart and

also gives him/her simple written instructions on how to operate the cart.

7. The staff member loaning the cart then has the patron sign a “safety sheet” documenting that he/she has been instructed on the safe operation of the cart.
8. The “safety sheet” is then dated and signed by the staff member and is filed at the service desk at CFPL and at the welcome desk at WPL.
9. Thereafter, if that patron wants to borrow the cart, he/she will not need to be educated on the safe use of the cart, unless he/she requests it or staff feel they need reminders on the safe use of the cart.
10. Each time that patron borrows the cart, staff notes the date and time that patron borrowed and returned the cart on the patron’s safety sheet.
11. Every time a patron borrows the cart, staff makes a hatch mark on the “Motorized Cart and Wheelchair Usage Chart” to help keep track of how often the cart is used.
12. The first time a patron borrows the cart, staff gives him/her an evaluation form to fill out on how they feel about using the cart. The Project Coordinator will retrieve these forms from the box set out for them and will attach the evaluation form to that patron’s safety sheet so that staff will not keep giving the evaluation form to a patron who has already filled one out.