



SPOKANE PUBLIC LIBRARIES

DOCUMENT #30.7

EFFECTIVE DATE: August 26, 1993

SUBJECT: POLICY ON ASSISTIVE READING EQUIPMENT

1. GENERAL

- 1.1 This outlines the Library's policy for use of assistive reading equipment for the visually impaired and the procedures to be used for its administration.
- 1.2 This bulletin is divided into the following sections:

SECTION 1 - GENERAL
SECTION 2 - POLICY
SECTION 3 - PROCEDURES

2. POLICY

- 2.1 Assistive reading equipment is provided by Spokane Public Library to assist individuals with visual or reading disabilities in the use of printed materials.
- 2.2 Persons wishing to use the equipment must be trained by Library staff and be able to demonstrate competence in use of the equipment to Library staff. It may be necessary to schedule training session demonstrations with Library staff in advance.
- 2.3 The Library will provide training in the use of equipment but may not be able to provide regular assistance.
- 2.4 It may be necessary to schedule use of assistive reading equipment with Library staff in advance.
- 2.5 The Library reserves the right to require proof of visual or reading impairment from a health practitioner.

3. PROCEDURES

- 3.1 Staff at the second floor reference and information desk will be responsible for taking reservations for training sessions and for scheduling use of equipment whenever necessary.
- 3.2 The Manager of Reference and Information Services will assign a staff member to conduct the training session.
- 3.3 After completing the training sessions, a note will be placed in the patron's records indicating completion. This will be used for future verification of training.

- 3.4 The Manager of Reference and Information Services will create a reasonable schedule for use of equipment.
- 3.5 Persons using assistive reading equipment will register at the second floor reference and information desk before beginning their session.