

## CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

<b>SECTION III:</b>	<b>STRUCTURES WITH FUNCTIONS</b>
<b>CHAPTER 12.c:</b>	Rehabilitative Therapies
<b>PROCEDURE 12.c.2:</b>	<b>Library Services</b>
<b>REVISED:</b>	11/97; 01/25/07; 03/15/10; 03/13; 04/13; Reviewed 06/18; 11/16/18
<b>Governing Body Approval:</b>	05/25/13; 11/19/18( <i>electronic vote</i> )

### **PURPOSE:**

The provision of library services affords patients and staff an opportunity to utilize leisure and educational resources.

### **PROCEDURE:**

#### **1. Resources:**

- a. Books include: general interest, fiction and non-fiction, Spanish language and print
- b. Audiovisual materials: Entertainment and educational, VHS videos, DVD movies and books on CD.
- c. *Special Services*: Laminating machine: patients can request paper or pictures to be laminated.
- d. Patients can use the designed non-Internet access computer for games or word processing. Patients must be supervised by the staff when using the Internet access computers.
- e. Arrangements can be made for computer training classes offered by the rehabilitation therapies staff.