

# Book truck safety

[www.npchse.net/education/ppt/Book%20Truck%20Safety.ppt](http://www.npchse.net/education/ppt/Book%20Truck%20Safety.ppt)

<http://www.srmarchivists.org/services/preservation/preservation-publications/shelving-books-and-use-of-book-trucks/>

<http://www.ccohs.org/products/publications/pdf/samples/library.pdf>

## Some basic tips for safe book cart use

- Do not over load carts. Be sure that weight is manageable and that cart moves easily.
- Keep book cart close to your body as you maneuver it.
- Do not stack books on carts so that person pushing the cart cannot see.
- Place books in single layer on cart
- Lay oversize books down on cart, rather than upright.
- Seek assistance with pushing loaded carts up or down ramps.
- Pull, rather than push, carts off elevators.
- Be sure that the area where cart will be pushed is free of obstructions.
- Use care when pushing carts through doorways and around corners.
- Do not sit on or ride carts. Do not use carts as ladders.
- Be careful to place hands on handles so that they will not be crushed or scraped by walls, desks, etc.
- Use reflector vests, cones, etc, when loading books from book drops onto cart.
- If cart tips, move out of the way. Don't attempt to prevent the "topple" or catch the books.

## Simple stacking/shelving procedures

See: [www.ehrs.upenn.edu/media\\_files/docs/ppt/libraryergonomics.ppt](http://www.ehrs.upenn.edu/media_files/docs/ppt/libraryergonomics.ppt)

- Do not stack books in tall towers, as books may fall and strike an employee or patron.
- Do not lift multiple books at once; move one or two at a time. Use book carts to transport multiple books.
- Set books/items on desks, tables, etc. so that they are stable.