



Hippocampe Loan and Use Procedures

Sign Waiver

- Borrower must be an adult 18 years old or older and they must sign the **CBRL Equipment Loan Form** each time they borrow the Hippocampe.

Transportation

- The Hippocampe and accompanying equipment are large and heavy (up to 50 pounds total). Anyone borrowing the Hippocampe from CBRL must take the size and weight of the Hippocampe into consideration when picking it up from the library, transporting / using it during the borrowing period, and returning it to the library.
- Patrons borrowing the Hippocampe are responsible for any and all of the loading/unloading, set-up, and use of the equipment and for ensuring that it is being used properly and in accordance with the instructions as provided.

Regulations

- Maximum weight limit: 130 kg (286 pounds) as per the specifications of the Hippocampe.
- Capacity: the Hippocampe is for single person use only (only one person may be seated in the Hippocampe at a time).

Storage

- Do not leave the Hippocampe or any accessories outdoors when not in use.
- Store the Hippocampe and accompanying equipment in a secure location when not in use.

Set Up and Use

- Borrowers should review the Legal and Safety Information and any relevant assembly instructions contained in the Vipamat Hippocampe manual.
- Additional instructions for assembly (including but not limited to adjusting the headrest and attaching the optional balloon wheels) are included in the Vipamat Hippocampe manual.
- Equipment must be returned in the same condition as it was borrowed. All dirt, moisture, etc. must be cleaned from equipment.
- The Hippocampe must be rinsed well with fresh water after being used in the ocean (saltwater) or on the beach.
- An accompanying person with the ability to guide, push and hold the Hippocampe must be present for each use of the Hippocampe.

Instructions for Setting Up the Hippocampe

1. Remove the Hippocampe push bar, wheels, headrest, and frame from the transport bag.
2. **To attach the wheels**, line up a wheel's post so that it fits into the axle shaft on one side of the frame (underneath the seat). Press down the button on the post and slide it all the way into the axle shaft. Turn the post until the button lines up with the hole on the axle shaft and clicks into place. The wheel should be firmly in place. Repeat the procedure with the second wheel.
3. **Unfold the backrest of the seat. Attach the armrests** by placing the curved base of the armrests against the frame of the Hippocampe. Wrap the strap at the bottom of the armrest around the frame and clip it together to secure the armrest to the frame.
 - a. If the armrests are difficult to move sideways (or if they feel too loose), twist the levers at the top of the armrests (where they attach to the seat back). This will tighten or loosen the armrests.



4. **To attach the push bar**, line up the holes at the bottom of each side of the bar with the posts that stick out below the seat. Slide the holes over the posts at the same time (you can also alternate pressing one side slightly then the other until the push bar slides on). Press down the buttons on the posts so that the push bar can slide on fully. The buttons will click into place when the push bar is in the correct position.
 - a. The push bar fits tightly over the posts. You may need to push firmly and gently wiggle the push bar into place.
5. **To attach the headrest**, undo the clip on the centre post behind the backrest. Slide the headrest post into the centre post. Line up the hole in the headrest post with the hole on the centre post (beneath the clip). Close the clip to hold the headrest in place (it will snap shut).
 - a. You can adjust the height and position of the headrest by twisting the plastic levers to loosen the joints where the headrest is attached. This will allow the headrest to slide up and down the post, tilt forward, etc. Tighten the levers to hold the headrest in place.
6. **Secure the waist strap** across the seated person's lap (like a seatbelt) and clip the harness together across the person's chest.
 - a. The harness attaches in four spots: two clips attach to straps on the push bar and two clips are on the sides of the seat.
7. **To use the optional tow rope**, tie each end of the rope to each side of the Hippocampe frame.
8. **To use the parking brakes**, twist the handles underneath the frame so that the brakes press against each wheel.

Instructions for Putting Away the Hippocampe

1. When transporting the Hippocampe or returning the Hippocampe to the library, the Hippocampe will need to be disassembled and packed into the transport bag.
2. Remove the headrest by undoing the clip on the post and sliding the headrest out of the frame.
3. Remove the push bar and the wheels by pressing the buttons on the posts to release them from the Hippocampe frame. Slide the posts out of or off the frame.
4. Detach the base of the armrests from the frame and fold down the backrest of the seat.
5. Put the Hippocampe frame, wheels, headrest, and push bar in the transport bag.
 - a. One wheel will need to be placed in the bag first (underneath the Hippocampe frame). The second wheel should be placed on top of the frame. The headrest can be placed in the space in front of the folded seat. Place the push bar on top of the frame and wheels, with the rounded part of the handle down (by the front wheel). See image below.

