Welcome!

Congratulations on taking the first step to developing a Pedometer Library Loan Program (PLLP)! This resource is designed to help you implement the PLLP in your Library. Over the next few pages you will find our 8 Step guide to help you include the PLLP as part of your catalogue of resources. For your convenience we have also developed a Frequently Asked Questions (FAQ) resource that will answer most of your questions for developing and implementing your PLLP. Our friendly UWALK staff are also on hand to answer any additional questions you have and to help you implement your PLLP so do not hesitate to contact us at any time!

We’ll get back to you as soon as we return from our walk!

Guide

Step 1. Contact UWALK!

The first step is to contact UWALK and let us know that your Library is interested in loaning pedometers. All of the resources you need to develop your PLLP are available on the UWALK website, but we are here to provide a personalized touch.

Step 2. Getting the Pedometers

The great news here is that UWALK will seed Libraries with pedometers for the initial implementation of the program. Based on the membership number for each Library UWALK will seed roughly between 10-25 pedometers per location on start up. As a rough guide previous research recommends a ratio a 1:1000 (pedometers per Library user). UWALK will help crunch the numbers to ascertain the optimal amount of pedometers for your Library.

After the initial set of pedometers and packaging have been seeded, additional costs to replace or upgrade the number of pedometers would fall under the Library’s responsibility. Approximate pricing for materials are:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Pedometers</td>
<td>$16.00</td>
</tr>
<tr>
<td>Pedometer casing</td>
<td>$5.00</td>
</tr>
<tr>
<td>Cover Sleeve for casing</td>
<td>$1.50</td>
</tr>
<tr>
<td>Replacement batteries</td>
<td>$1.50</td>
</tr>
<tr>
<td>Promotional materials</td>
<td>TBA</td>
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</tbody>
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Note: The above provides an estimate only. Please contact UWALK staff for distributor details.
For libraries with more than one branch that have a floating collection, the number of pedometers recommended is per branch. For example if there are 10 branches as part of a large urban Public Library each branch will be seeded with between 10 and 25 pedometers.

**Step 3. Pedometer packaging**

If your participating in the PLLP don’t worry, we make sure our pedometers are affordable, high quality, easy to use and accurately measure physical activity. Your Library will receive your initial collection of pedometers completely pre-packaged. UWALK have established our packaging guidelines through working with Libraries like yourself to determine what works best for you. We also recognize that what works for one Library may not work for another, so if you require any customization of the packaging options we offer, do not hesitate to contact us and we can cater to your individual needs.

Your pedometer and packaging will include:
- Pedometer with battery (three year battery life)
- Black plastic case with sleeve (6.75” long x 5.38” wide and 2.25” deep)
  - A UWALK Pedometer Loan cover sheet will be placed in the sleeve
- Short instructions on how to wear and use the pedometer
- Link to the UWALK website to:
  - Download and print the activity log
  - Access free online activity log and participate in walking challenges (available from 20th September 2013)
  - Complete the evaluation form

**Step 4. Including the PLLP in your Library system**

This step involves the inclusion of Pedometers as part of the Library policies and procedures. A large amount of the work involved in this step will be individual to each Library as we know that each Library may differ in regards to policies and procedures of loaning items. Our recommendation to ensure the best for your Library catalogue is to find an item similar to pedometers (e.g. electronic media) and use the same loaning policies as these items. Below you will find a short outline of recommendations from Libraries that have already implemented the PLLP, however as mentioned above these should be used only as a guide.

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Notes</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security tagging*</td>
<td>As the pedometers are quite small, it is difficult to tag the actual pedometer. It is best to tag the packaging rather than the pedometer. We recognise this is not the most ideal solution and will work with Libraries to find ways to resolve this issue.</td>
<td>Tag pedometer packaging</td>
</tr>
<tr>
<td>Shared or floating catalogue</td>
<td>If your Library is part of a larger network of Libraries it is recommended to include all locations as part of the loan program. If you’re a single Library or only wish to include the pedometers for a single location the loan program can work just as effectively in one Library</td>
<td>Include in catalogue if part of a network of Libraries</td>
</tr>
</tbody>
</table>
Step 5. Promoting pedometers

Promoting your PLLP is an important part of the launch and the continued success of the program. Previous programs implemented throughout Canada and Australia all report that promoting the program will increase customer awareness and uptake of the program.

By the time you reach this step you should already have your UWALK pedometer kits. Once you are all set with your kits, you are ready to advertise to the public! A simple display will set you in the right direction and free printable promotional materials. If you have community-walking maps, books or other resources to display, this is also a great way to set people on the right track with applicable walking resources. As each Library is unique, additional promotional ideas are encouraged, be sure to keep UWALK up to date with your promotional activities so we can continue to refine the promotional materials for the loan program and for Libraries!

In addition to this, UWALK will promote your Library through our website which is available in minimal form now and will be officially launched in September. As part of this launch we will be officially launching the UWALK project throughout Alberta, this means that as part of the UWALK promotion we will be promoting the PLLP and participating Libraries as well.

Step 6. Educate Library staff

From our recent evaluation of the PLLP in an Edmonton Public Library we recommend ensuring that Library staff are aware of the UWALK project, the benefits of physical activity and wearing pedometers. To assist with this step we have a couple of recommendations:
• UWALK can provide a Library representative with a presentation to deliver to Library staff
• Enroll Library staff in an Walking Challenge on the UWALK website (feature to be launched September 20th!) to gain first hand experience with pedometers and UWALK

**Step 7. Launch**

Congratulations! Once you reach this step the majority of the work has already been done! Now your Library is ready to officially launch the PLLP and you are officially part of the UWALK revolution to get Albertans active!

**Step 8. Evaluation**

Evaluation of your PLLP is an important part of ensuring the sustainability of the program. Evaluation will help UWALK continue to refine all aspects of the program to ensure the loan program is as simple as possible for Libraries to implement. The second aspect of evaluation is to help UWALK determine how your customers use the program and provide this information back to Libraries. For this reason we recommend two types of evaluation, feedback from the Libraries perspective and feedback from customers.

**Libraries:** Evaluation will start to take place as soon as you work on creating the loan program. Please keep a record of how the program is implemented, all challenges encountered and feedback for UWALK. UWALK have developed an evaluation form for Libraries. Additionally, we ask that you provide monthly summary reports to UWALK about pedometers being loaned, loan renewals, lost/damaged items to provide information as to the reach of the program.

**Customers:** We have developed a questionnaire to assess the users experience and perceptions of the usefulness of the loan program. The questionnaire is available on the UWALK website for customers to complete and directions will be provided on the pedometer packaging.

**Final thoughts**

This document will continue to evolve as we receive feedback from Libraries who are implementing the PLLP. So please be sure to keep in contact with UWALK and provide us your feedback so we can continue to customize this package for Libraries.

**Attachments**

• FAQs for Libraries
• PLLP packaging cover sheet
• Example PLLP promotional material
• Evaluation form for Libraries
Checklist

☐ Contact UWALK to register Library’s interest
☐ Decide on number of pedometers required
☐ Confirm number of pedometers and packaging required with UWALK
☐ Continue to evaluate and keep records of PLLP development for your Library to provide to UWALK staff
☐ Decide on PLLP loan period
☐ Determine if pedometers will be included in floating collection (if applicable)
☐ Decide if pedometer loans can be renewed
☐ Decide if pedometers can be placed on hold and associated conditions
☐ Determine overdue fee structure and replacement costs to customers
☐ Decide which profiles can borrow pedometers
☐ Include PLLP details in online catalogue (if applicable)
☐ Draft promotional plan
☐ Gather and develop any additional promotional materials (contact UWALK for assistance)
☐ Receive pre-packaged pedometers from UWALK
☐ Educate Library staff about the PLLP and start Walking Challenge (if using)
☐ Security tag pedometer packages
☐ Set up and commence promotional displays and activities
☐ LAUNCH PLLP!
☐ Continue promotional activities
☐ Complete 3 month evaluation and return to UWALK
☐ Send monthly reports to UWALK for PLLP statistics (loans, renews, hold, pedometer issues etc.).