

As we prepare to launch our new bookmobile service, it is time to address some needs that are not covered by our current policies. What follows is a draft that was sent out to the Public Services Committee, but a discussion and consensus was not reached so there is not a recommendation from the Committee. So let's discuss at the Meeting Monday night!

John Rucker

BOOKMOBILE SERVICE POLICY

Adopted: n/a

Last Revised: n/a

The Bookmobile is a mobile branch of the Branch District Library and is subject to the existing policies governing the Library. The unique conditions of a mobile library require additional considerations, as detailed in this policy.

This mobile library service was established with the goal in mind from our 2018 Strategic Plan that "Staff will reach beyond the library's buildings to provide collections and services to diverse audiences where they are, and will collaborate with schools and other organizations to expand community reach."

Our primary objective is to provide access to library materials and services for people with limited access to our physical library buildings. In addition to a scheduled route of regular stops, the Bookmobile will participate in major community events as possible to promote the Library and its resources, programs, services, and activities available for people of all ages.

Operational Considerations

- Regular bookmobile service is not available during times when BDL is closed.
- Bookmobile routes/stops may be canceled due to vehicle maintenance needs, weather conditions, or staffing availability. Canceled stops may not be rescheduled. Cancellation announcements will be posted to the library web site and social media.
- Library staff may limit the number of patrons on board the Bookmobile for safety or health reasons.
- The Bookmobile may be driven only by trained Library staff and authorized volunteers who possess a valid Michigan Chauffeur's license.



- The Bookmobile may never transport anyone other than trained Library staff and authorized volunteers.

Bookmobile Stops and Event Participation

The schedule for all regular public stops may be found on the Library's web site. Patrons may submit requests to add their area to the Bookmobile's route or for the Bookmobile to attend a community event. Requests for bookmobile stops and event participation are evaluated by the following criteria, though exceptions may be made depending on the circumstance:

- All Bookmobile stops must be within Branch District Library's service area, as defined in the Borrowing and Lending Policy.
- The Bookmobile may not add a stop if a nearby stop already exists or if the proposed stop is located near an existing BDL Branch, unless it meets a specific outreach goal.
- The Bookmobile is 28 feet long and 10 feet wide. All stops must have a parking area large enough to accommodate the Bookmobile as well as enough space for people to gather and browse with safe entrance and exit from the Bookmobile. The Bookmobile cannot make stops on hills or narrow streets.
- Institutional stops, such as daycares, schools, and nursing homes, are open only to the residents or students of the partnering institution.
- Aside from institutional stops, the area for the stop must be open and accessible to the general public.
- The Bookmobile does not stop at private residences and cannot be booked for private events.
- The Bookmobile's schedule gives priority to serving those who cannot easily visit the library.
- In addition to schedule availability, adding stops or events to the Bookmobile is also subject to staffing availability, accessibility of the stop, and budgets.
- The Library may move or discontinue any regular stops that have experienced low attendance over an extended period of time.
- Library staff may designate some public stops as seasonal only.