



ALGANSEE • BRONSON • COLDWATER
QUINCY • SHERWOOD • UNION TWP.

BOOKMOBILE SERVICE POLICY

Adopted: April 21, 2025

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

1. Regular bookmobile service is not available during times when BDL is closed.
2. 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.
3. Library staff may limit the number of patrons on board the Bookmobile for safety or health reasons.
4. The Bookmobile may only be driven by individuals authorized by BDL Management and at times authorized by BDL Management. Any person operating the Bookmobile must hold a valid Michigan Chauffeur's license at the time of operation. A list of approved operators will be kept by BDL Management.



BDL ADMINISTRATIVE OFFICES

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5. The Bookmobile may transport only individuals authorized by BDL Management.

Regular Route Stops

The schedule for all regular route stops may be found on the BDL's website. The regular route stops are at the sole discretion of BDL Management. All regular route stops must be within the BDL's service area as defined in the [Borrowing and Lending Policy](#) and shall only occur during BDL's regular hours of operation. Regular route stops may, at any time, move or be discontinued due to low attendance, staffing issues, Bookmobile maintenance, weather, or any other issue at the discretion of BDL Management. BDL Management may designate some public stops as seasonal only. BDL Management will do its best to inform the public via the BDL website or social media of any changes to the regular route stops, however, will not be required to do so.

Patrons may request additional route stops which will be evaluated by BDL Management and approved or denied within the BDL Management's sole discretion. BDL Management will consider, but not be limited to, the following criteria when evaluating an additional route stop:

1. Proximity to other route stops and BDL Branches.
2. Parking and surrounding space.
3. General public access.
4. Institutional stops such as daycares, schools, and nursing homes.
5. Ease of individuals to access BDL Branches.
6. Staffing and budget constraints.

Event Participation

The Bookmobile may, at the sole discretion of BDL Management, attend community events both within and outside of regular BDL operating hours. Patrons and community members may request the Bookmobile attend a community event. This event must be open to the general public and shall not be an event at a private residence, business, or social club, or a private event by invitation or registration only. Exceptions may be made for events at schools, nursing facilities, or other institutional community partners as determined by BDL Management. BDL Management may use the same criteria used to determine adding additional regular route stops, in addition to any other relevant information in accord with other BDL policy, to determine if the Bookmobile will attend a community event.