

Title: Bookmobile Policy

Effective Date: 05/20/19

Authorized By: Library Board of Trustees

Date of Last Revision: 05/20/19

The bookmobile, 'Bookworm', will be established to provide access to library materials for people in the library district with limited access to the physical library building. The bookmobile will provide a variety of materials for checkout, including books and audiovisual materials.

The bookmobile will have up to 6 scheduled stops per month in public locations. All bookmobile stops must be open to the public, handicap accessible, and safe for patrons.

Organizations serving more than 15 people may request a stop by the bookmobile. These stops will be one-time stops and not more than 2 per month will be scheduled.

Checkout Policies

- Patrons may check out up to 5 items per visit from the bookmobile. DVDs will be limited to one per patron per visit.
- Items will not be checked out individually. The patron will check out a bag coded for the number of books that are checked out, from 1 to 5.
- The due date for all materials will be the date of the next bookmobile stop at that location
- Patrons must have library cards or IDs to check out materials.
- If a person does not have a library card he or she may take one item from the shelf of free books.

Fines and Fees

- Bookmobile books will not accrue late fines. Overdue items will go to a lost status according to the standard fine procedure.
- Lost material fees will be \$1 per item and \$1 per bag that are not returned.

Safety

- Two people must be with the bookmobile at all times when it is open to the public. The bookmobile may never be left unattended.
- Steps and walkways must be kept clean, dry and free of any hazards
- The bookmobile may never be driven by anyone other than trained staff
- The bookmobile may never transport anyone other than trained staff and certified volunteers
- The generator must be working to heat and/or cool the bookmobile while it is in use. If the generator is not working, the bookmobile will not be used.

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- Any accidents or incidents must be reported on the standard incident report form
- Library staff are authorized to call the police or other emergency personnel whenever they find it necessary
- No one is allowed to ride in the back of the vehicle while it is moving

Driving Guidelines

- Library staff must be trained to drive the bookmobile. Only trained library staff will be allowed to drive.
- The driver must have a driver's license in good standing
- The use of cell phones is prohibited at all times when operating the vehicle
- No food or drink will be allowed on the bookmobile
- The driver must not be under the influence of drugs or alcohol while operating the vehicle
- The driver must obey all applicable traffic laws
- The driver and passenger must wear seatbelts while the vehicle is in operation

Patron Policies

- Patrons are expected to follow all of the library's standard behavior policies
- Smoking is not allowed within 50 feet of the bookmobile
- Alcoholic beverages are not allowed within 50 feet of the bookmobile
- Patrons are not allowed to enter the cab of the bookmobile
- A maximum of 5 patrons will be allowed in the bookmobile at one time

Accessibility

The bookmobile is not wheelchair or handicap accessible. Library staff will provide personal service to all people who cannot physically enter the bookmobile to ensure that they have access to the collection.

Inclement Weather

- The bookmobile will not operate during any active watches or warnings for thunderstorms, tornados or winter weather
- The bookmobile will not operate when any level of travel advisory is in effect
- The bookmobile will not operate if the temperature is 10F or lower
- Library staff are empowered to close the bookmobile at any time if they feel that the weather is creating dangerous conditions for staff or patrons