

Guidelines for Discovery Bus Stops

The Outreach Services Department delivers library services and resources to persons outside the library with emphasis on those who are un-served or underserved due to physical, economic, social, geographic, or other barriers.

The Discovery Bus operates on four schedules per year:

Winter schedule: January 1 – February 28/29

Spring schedule: March 1 -- May 31

Summer schedule: June 1 – July 31

Fall schedule: August 1 – December 31

New stops will only be established at the beginning of one of these periods. Stops can be cancelled at any time for any reason.

A. Proposed Stops: In adding a new stop, the following considerations will be made:

1. The stop must be within the Jackson County Public Library's service area.
2. Stops will be evaluated as to their priority level. (See Outreach Services Policy)
3. Sufficient staff and resources must be available to add the stop.
4. The stop must fit into the schedule geographically. Some stops may not be added if a nearby stop already exists or if it is near traditional library service.
5. There must be ample room to maneuver and park the Discovery Bus while providing maximum accessibility to customers.
6. The stop must provide a sufficient level of safety as to not put staff and resources in jeopardy.
7. The stop must be able to be advertised/promoted through media and library publications.

B. Stop Evaluation Points: The following criteria will be used to evaluate current stops:

1. Consistent usage of services. (Includes stop's responsibility of cancellation notice)
2. Participation Level (How many customers access the service.)
3. Circulation over a specified period of time. (25 items per daycare per stop minimum)
4. Consistent return of library materials (in good condition).
5. Proximity to other stops or near traditional library service.
6. Any changes in a sufficient level of safety putting staff and equipment in jeopardy.

Stops failing to meet the above guidelines will be in jeopardy of being dropped from the schedule. The Outreach Services Manager will notify stop contacts in writing as to why the stop has been cancelled and when the cancellation goes into effect. Customers with cancelled stops wanting to appeal a decision should contact the Outreach Services Manager in writing. The Outreach Services Manager will forward any requests to the Library Director.

For information about where the Discovery Bus stops near you, check schedules located at each library location.

For more information, please call the Outreach Services Department at (812) 405-1834.

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