

Guidelines for Bookmobile Stops

The Outreach Services Department provides library materials and services to those who, for a variety of reasons, cannot take advantage of them at the main library.

The Bookmobile operates on three schedules per year:

Winter/Spring schedule: January 1 – May 31

Summer schedule: June 1 – August 31

Fall schedule: September 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 within three blocks of traditional library service.
5. There should be ample room to maneuver and park the Bookmobile while providing maximum accessibility to customers.
6. The stop should 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 by the library.

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 and traditional library service.

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.

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

For more information, please call the Outreach Services Department at (812) 522-3412 ext. 234.

Outreach Services
Bookmobile Stop Application

Bookmobile Service is intended to provide library resources and services to those who cannot reasonably access the library facility. In addition to making library resources available, other library services are extended to the public through the Bookmobile (story times, reference help, reader's advisory, programming, etc.) in order to provide the "library experience"...

I have read the enclosed Bookmobile Stop Guidelines. I understand that stops are scheduled according to availability of time, staff, resources, and the priorities of the library's Outreach Services.

_____ (Please initial)

My name: _____ Phone: _____

Date: _____

Contact Person at Stop: _____ Phone: _____

Facility _____

Potential Location of Bookmobile Stop:

(Please be as specific as possible)

Does the location have:

_____ Sufficient parking for an RV?

_____ Parking for customers? (Number of parking spaces: _____)

_____ Sufficient level of safety for staff and equipment

_____ Restrooms for Outreach Services staff? (Helpful, but not necessary)

The ideal time(s) for this stop would be (list several options if possible):

What times for this stop would ABSOLUTELY not work:

The ideal duration of this stop would be:

The number of people expected to come on the Bookmobile during one visit would be:

This stop should be considered for:

Winter/Spring (January-May)_____

Summer (June-August)_____

Fall (September-December)_____

Year-Round_____

We would be able to help publicize this stop the following ways:

_____ display signs (location: _____)

_____ publicize the stop regularly in a newsletter

_____ distributing flyers to hang on doorknobs

_____ sending information home with guardians/caretakers (for facility stops)

Other reasons why I think this would make a good Bookmobile stop:

Please mail or return this form to:

Fay Gardner, Outreach Services Manager
Jackson County Public Library
303 W. Second St.
Seymour, IN 47274-2147
812-522-3412 ext. 234 (Fax) 812-522-5456
fgardner@myjclibrary.org

