



### Outreach Services

#### **Library on Wheels Application**

The Outreach 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 Library on Wheels (storytimes, reference help, reader's advisory, programming, etc.) in order to provide the "library experience"...

I have read the enclosed Outreach Services 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 Library on Wheels Stop:

(Please be as specific as possible)

Does the location have:

- Sufficient parking for a Sprinter Van?
- 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 Library on Wheels during one visit would be: \_\_\_\_\_

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Seymour Library  
303 West Second Street  
Seymour, IN 47274

Tel: (812) 522-3412  
Fax: (812) 522-5456

Crothersville Library  
120 East Main Street  
Crothersville, IN 47229

Tel: (812) 793-2927  
Fax: (812) 793-3721

Medora Library  
27 West Main Street  
P.O. Box 400  
Medora, IN 47260

Tel: (812) 966-2278  
Fax: (812) 966-2229

Outreach Services  
Serving Jackson County  
Tel: (812) 522-3412 x1241  
(812) 405-1831

[www.myjclibrary.org](http://www.myjclibrary.org)

This stop should be considered for:

Winter (January-February)\_\_\_\_\_

Spring (March-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 Library on Wheels stop:

Please mail or return this form to:

Jackson County Public Library

303 W. Second St.

Seymour, IN 47274-2147

(812) 522-3412 ext. 1254

(812) 405-1831 (FAX) 812-522-5456

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