

## **BOOKMOBILE**

The Library, through Bookmobile service seeks to serve its constituents who are unable to use the Central and Branch Libraries because of physical impairment, transportation problems, age, or geography.

### **BOOKMOBILE SCHEDULE**

Community or neighborhood stops shall not be added to the schedule if there is a branch within five miles of the requested location. Institutional stops, such as nursing homes and subsidized housing projects, due to special needs, are eligible for consideration regardless of branch location. Neighborhood stops are eligible for service due to special needs such as handicapped or homebound residents.

A community or neighborhood stop will be considered on the request of five families in the area submitting a letter to the Library Director or Bookmobile Manager.

The duration of the stop is at least one-half hour for a community stop. If few patrons utilize a stop regularly, a shorter time may be scheduled. House-to-house service must be evaluated carefully.

Decisions to continue routine lower circulation stops are made only for specific reasons, such as geographical coverage, or library priorities. Minimum circulation of 40-50 per hour at a stop is desirable.

Circulation of over 100 per hour is considered as a possible indication that more time at a stop is needed.

Patron count as well as circulation is used in evaluating stops. A patron count of 10-12 per stop is considered to be of equal value to a 40-50 per hour circulation.

Safety precautions are taken to reduce the danger of accidents to staff and patrons when establishing the actual site for a stop.

If a situation should arise that places a staff member in jeopardy, the stop will be immediately investigated and re-evaluated.

When Albemarle County schools are closed for inclement weather, Bookmobile routes for that day will be canceled.

Library materials are to be checked out by individuals. The Library does not issue institutional cards. In order to accommodate outreach services to institutions (i.e. nursing homes, daycare centers), the Library will establish outreach accounts. These accounts will be guided by the following parameters:

A contact person will be named at each institution.

The institution name, address and phone number will appear on the account, with the contact person's name available in the account information.

Materials will be checked out to the outreach account as deposit collections.

Fines will not be charged against these accounts.

Charges for lost items will not be charged against these accounts, up to a total of three items.

After the accumulation of three lost items and/or repeated late returns, the institution will either pay lost fees or service will be discontinued.

The Library retains the right to cancel outreach accounts at any time.