

Kitchigami Regional Library **MOBILE LIBRARY POLICY**

Purpose: To clarify the requirements for the establishment and maintenance of mobile library stops.

Principle: Kitchigami Regional Library System is committed to seeking effective means for providing outreach library service to a widely dispersed, rural population. The mobile library serves areas with population sufficient to make the delivery of the service practical and cost-effective.

Policy: Mobile library stops are scheduled according to patron need within the practical limitations of a vehicle-based service.

Severe weather conditions and vehicle safety and functionality may result in temporary cancellations, however KRL will make every reasonable effort to ensure uninterrupted mobile library service.

1. Establishment of a mobile library stop

1. Establishment of a new mobile library stop requires available time on the mobile library schedule and a travel route that is rationalized with other stops.
2. Establishment of a new mobile library stop requires a written request signed by no fewer than 20 regular users with valid KRL library cards.
3. Establishment of a new mobile library stop must be requested no later than 1 July in order that the request can be included in the county budget for the forthcoming calendar year.
4. A mobile library stop requires the following conditions:

Mobile library stops will not be located in communities with KRL branch libraries. All stops must be public stops; mobile library stops will not be located at school buildings, with the exception of a one time demonstration stop.

[see 2 above]

The proposed stop must be no fewer than 5 miles from the nearest KRL branch library or other mobile library stop.

Preference will be given to stops that serve seniors or others with mobility limitations.

2. Physical requirements for a mobile library stop

The following physical requirements are necessary to establish and maintain a mobile library stop:

The mobile library must be able to turn around safely

The mobile library must have a consistent, guaranteed and safe parking spot

The mobile library location must have telephone and bathroom access

The location must support the use of the communication technology used on the mobile library

Preference will be given to locations:

Requested by a municipal council

Accessible by paved roads

Highly visible to a community

3. Maintenance of a mobile library stop

All mobile stops will be evaluated annually.

Mobile library stops must maintain circulations higher than 25 per occasion

Mobile library stops must maintain a user population of no fewer than 10 valid library cards

Mobile library stops will be relocated at the request of a municipal council if the requested location meets the physical requirements listed in 2. above.

4. Closure of a mobile library stop

Mobile library stops are funded by counties. A county may request, subject to board approval, alterations to mobile library service in the county.

Mobile library stops will be closed at the request of the majority of the regular library card holders using that location or at the request of the local municipal council.

Mobile library stops will be closed if the conditions necessary for safe operation of the vehicle and convenient service change.

Mobile library stops may be closed if membership and circulation drop below the levels listed above.

Mobile library stops that are closed due to low usage will be considered for alternate services such as drop off delivery if the route is practical and the sufficient demand exists.

5. Weather conditions/vehicle condition

If there is a severe weather **watch/advisory** for a route, the mobile library will go to scheduled stops.

If there is a weather **warning** for a route, the mobile library will not go to scheduled stops. If the mobile library is at a stop when a watch is upgraded to a warning, mobile library staff will decide how to proceed most safely.

If wind gust speeds exceed 40 mph driving conditions may be dangerous and the mobile library driver will decide whether to proceed.

If a scheduled stop is cancelled for weather reasons, mobile library and headquarters staff will contact media and community contacts to inform the public. There will be no fines or fees attached to library materials that could not be returned due to a weather cancellation.

The mobile library is maintained on a regular schedule in order to ensure its safety and functionality. If a scheduled mobile library stop is cancelled due to the condition of the vehicle, KRL will take the steps outlined for weather cancellation. Every reasonable effort will be made to provide replacement outreach service in the event of a prolonged vehicle problem.