

BOOKMOBILE POLICY AND PROCEDURES



The Beaufort County Library Bookmobile is an alternative to stationary locations. The Bookmobile can reach people who cannot get to a library building due to physical, economic, social, geographic or other barriers.

The primary functions of the Bookmobile are to:

- Schedule stops in areas with a high concentration of people, in accordance with the criteria outlined below;
- Offer current popular materials and information services for people of all ages;
- Promote basic literacy;
- Promote programs to encourage continued use of the Bookmobile;
- Introduce library services to those who may not have visited a library branch, and
- Generate a positive image of the Beaufort County Library System as a whole, by being highly visible throughout the entire community.

Scheduling of routine stops may be determined on the basis of service usage and the ability to accommodate service within the existing two week schedule. Stops may be re-scheduled or adjusted at anytime based on usage data. Due to the size of the vehicle, customer safety and adequate parking space will be considered in the assigning of stops. Services will not be offered on holidays observed by the Beaufort County Library and may be suspended if weather is inclement or when routine maintenance or mechanical failures occur.

Factors to be considered when scheduling stops:

- Potential number of people to be served;
- Specific needs of the population to be served, e. g. handicapped, geographic location;
- Distance from a branch library;
- Availability of restrooms on site, and
- Prior demands on the Bookmobile.

Bookmobile service may be requested by submitting an application to Bookmobile Services, Beaufort County Library.

Bookmobile customers are subject to the same rules that govern Beaufort County Library registration and circulation with the following exception:

- Items can be returned to the Bookmobile or any Beaufort County Library location.