

Guidelines for Bookmobile Stops

The Beaufort County Library Bookmobile provides materials and services to those who, for a variety of reasons (e.g. age, socioeconomic, geographic, disability, etc.), cannot take advantage of services at one of the branch libraries.

New stops will be considered upon evaluation utilizing the criteria below. Stops may be cancelled at any time for any reason and advance notice to patrons utilizing the stop will be given by Bookmobile staff when possible.

Proposed Stops - The following considerations will be made for adding a new stop:

- The stop must be within the Beaufort County Library's service area.
- The stop must "fit" into the schedule geographically. A stop may not be added if it is within 2 miles of a branch library except for special events or programs.
- Access roads must be in reasonable repair.
- The stop location has ample room to maneuver and park a 26' long vehicle while providing maximum accessibility to customers.
- The stop location must be visible to the general public.
- The area for the stop must be open and accessible to the general public.
- There is ample parking for customers at the location.
- The parking area must be well-lit and well maintained, especially during the winter season.
- The availability of indoor space for programming opportunities may increase chances of a site being selected as a stop.
- Restroom facilities must be available.
- The stop must provide a sufficient level of safety so that staff and resources are not put in jeopardy.
- The library must be able to advertise/promote the bookmobile stop.
- Cellular/wireless signal must be available.
- A stop liaison must be appointed to maintain up-to-date site and contact information with the Bookmobile Services Department.

Stop Evaluation Points - The following criteria will be used to evaluate existing stops:

- Consistent use of services by patrons;
- Level of participation, i.e., number of customers accessing the service;
- Circulation data gathered over a specified period of time;
- Consistent return of library materials in good condition, and
- Proximity to other stops and branches.
- The stop should have benches, shelter or a facility where people can safely wait for access to the Bookmobile.

A stop that does not meet the above guidelines may be removed from the schedule. The Bookmobile librarian will notify the stop liaison as to why the stop has been cancelled and when cancellation will take effect. When a stop is cancelled, ample time will be given for the liaison to notify Bookmobile customers.

For a list of existing scheduled stops, please click on this link: www.beaufortcountylibrary.org/bookmobile.

Additionally, the Bookmobile may be scheduled to attend community events (community festivals, community development activities and parades) in order to:

- Promote the library system;
- Promote the Bookmobile and other specific library services, and/or
- Support community development activities.

Please note: Attendance at community events will be scheduled in addition to the regular full schedule of community stops. Availability for community events is limited and requests must be made at least six weeks prior to the event.

Criteria for requesting the Bookmobile vehicle at an event:

- The event fits into the Bookmobile schedule.
- The Bookmobile staff is available.
- The vehicle is available and in good working order.
- There is adequate and safe access to the event and the parking area.
- The Bookmobile staff has plenty of notice to arrange for the event.
- The event is related to the mission of the library.

The Bookmobile staff may also arrange for event visits on its own where there is an opportunity to promote the library and its services.

For more information, please call Library Bookmobile Services at 843.255.6547 or email at bookmobile@bcgov.net.

Beaufort County Library, Mobile Services & Outreach Department
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