



# Brunswick County LIBRARY

## BOOKMOBILE POLICY FOR BRUNSWICK COUNTY LIBRARIES

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### **Purpose**

This establishes the policy of The Brunswick County Library Bookmobile which provides Bookmobile Services at various locations in and around Brunswick County. The purpose of this policy is to outline responsibilities and expectations so that services are delivered safely, efficiently, and effectively for the benefit of the community.

### **The Library shall endeavor to:**

- Provide scheduled Bookmobile visits with access to library materials and services, which may include:
  - Browsable collections
  - Holds delivery
  - Library card registration
  - Check-out and check-in of materials
  - Wi-Fi access and resource assistance
  - Storytimes, activities, or other programming, as appropriate
- Provide the Partner with a schedule of visits at least 7 days in advance.
- Notify the Partner promptly if a visit must be canceled or rescheduled due to weather, mechanical issues, public health concerns, or other unforeseen circumstances.
- Supply promotional materials (flyers, calendars, etc.) for distribution, when applicable.
- Evaluate stops regularly and adjust services, as needed.

### **The Partner shall:**

- Submit a request at least 21 days in advance including any requested materials, if needed
- Provide safe, adequate parking for the Bookmobile, including sufficient clearance for vehicle operation and patron access.

- Promote library visits by sharing the Bookmobile schedule and distributing promotional materials provided by the Library.
- Ensure minor or disabled patrons remain supervised by Partner staff in appropriate ratios and numbers.  
Not be held responsible for overdue or damaged materials. ***Patrons will be responsible for maintaining their own accounts.***
- Communicate promptly with the Library about closures, schedule changes, location changes, or updates to contact information.
- Provide building access (for In-Building Stops) prior to the visit to allow for setup and breakdown.
- Communicate any special needs to library staff
- Communicate promptly regarding health, safety, or facility issues (e.g., contagious outbreaks, pest infestations, unsafe conditions). Failure to provide such notice may result in suspension of services.

#### **Cancellation:**

- The Library reserves the right to cancel or postpone service due to inclement weather, vehicle maintenance, or other unforeseen problems.
- Termination: Either party may withdraw from this agreement at any time with written notice.

*Adopted by the Brunswick County Library Board of Trustees, December 8, 2025*