

Bookmobile

Hornell Public Library, Hornell, NY

The bookmobile will have up to 6 scheduled stops per month in public locations. All bookmobile stops must be open to the public, handicap accessible, and safe for patrons.

Service providers, organizations or neighborhoods may request a stop by the bookmobile at the discretion of the Director and contingent upon staffing. These stops will be one-time stops and not more than 2 per month will be scheduled.

Policies

The Hornell Public Library Bookmobile will follow the existing policies in all aspects, with the addition of specific bookmobile policies outlined below.

Checkout Policies

- Institutions will follow a checkout policy as designated by the MOU.
- Individual Patrons may check out up to 5 items per visit from the bookmobile. DVDs will be limited to one per patron per visit.
- The due date for all materials will be the date of the next bookmobile stop at that location.
- Patrons must have library cards or IDs to check out materials.
- If a person does not have a library card he or she may take one item from the shelf of free books.

Safety

- Two people must be with the bookmobile at all times when it is open to the public. The bookmobile may never be left unattended.
- Steps and walkways must be kept clean, dry and free of any hazards
- The bookmobile may never be driven by anyone other than trained staff
- The bookmobile may never transport anyone other than trained staff and volunteers
- Library staff are authorized to call the police or other emergency personnel whenever they find it necessary
- No one is allowed to ride in the back of the vehicle while it is moving

Driving Guidelines

- Library staff must be trained to drive the bookmobile. Only trained library staff will be allowed to drive.
- The driver must have a driver's license in good standing
- No food or drink will be allowed while driving
- The driver must not be under the influence of drugs or alcohol while operating the vehicle

- The driver must obey all applicable traffic laws

Patron Policies

- Patrons are expected to follow all of the library's standard behavior policies
- Smoking is not allowed within 50 feet of the bookmobile
- Alcoholic beverages are not allowed within 50 feet of the bookmobile
- A maximum of 5 patrons will be allowed in the bookmobile at one time

Inclement Weather

- The bookmobile will not operate during any active watches or warnings extreme weather
- The bookmobile will not operate when any level of travel advisory is in effect
- Library staff are empowered to close the bookmobile at any time if they feel that the weather is creating dangerous conditions for staff or patrons

Guidelines for Stops

Stops are 30 to 90 minutes depending on usage and need. The schedule will be arranged to provide service to the largest number of people as efficiently as possible.

- The location must be within the HPL district boundaries.
- The stop must provide ample room to maneuver and park the bookmobile on a level, solid parking area.
- The stop must provide maximum accessibility and safety for customers and staff and sufficient parking for patrons.
- Population density and proximity to the library and other stops will be considered in establishing or continuing bookmobile stops.

Schedule

- The bookmobile schedule will be adapted to respond to usage of service including circulation, door count, reference questions, and other library services.
- The bookmobile will not provide regularly scheduled service on library holidays, but may provide service for special events.
- All efforts will be made to adhere to the published bookmobile schedule. However, schedule changes may be adjusted based on the discretion of the library director and HPL staff. All efforts will be made to notify the public about any bookmobile schedule changes.

Volunteers

Volunteers are encouraged to help support the bookmobile service. Volunteers can ride on the bookmobile or meet the bookmobile at a scheduled stop. Volunteers will be made aware of differing environments while working on the bookmobile, such as limited use of bathrooms, varying patron attendance, and the potential for vehicle breakdowns.

Collection Development

The bookmobile will respond to patron requests at each bookmobile stop and the collection on board may be adjusted to meet the demands of patrons.

Approved by the Board of Trustees



Date

10/21/25