



## Henderson County Public Library Bookmobile Policy

The Henderson County Public Library District has a mobile branch library, or “bookmobile”, that provides library service to institutions such as schools, childcare centers, and nursing homes, as well as public stops throughout Henderson County.

- Any Henderson County resident with a valid library card may use the bookmobile at a public stop. Henderson County residents who do not have a library card, but meet the registration requirements outlined in the Circulation Policy, may apply for a library card on the bookmobile.
- The bookmobile follows the library Circulation Policy but does not assess late fees. Patrons will be held liable for charges associated with lost or damaged items.
- A schedule for all public stops can be found in the Sunday Gleaner and on the library website at [www.hcpl.org](http://www.hcpl.org). Public bookmobile stops occur weekly.
- Patrons may request a public stop anywhere in Henderson County. Schedule availability, location, and anticipated use will all be considered when bookmobile stops are scheduled.
- Bookmobile stops may be added, removed, or rescheduled if library staff determines a need. Any patrons affected by schedule changes will be notified in advance.
- Institutional stops are open to residents or students of a partner institution only. Partner institutions can be, but are not limited to, schools, childcare centers, after school clubs, or nursing homes. The schedule for these stops will not be made available to the public.
- Partner institutions may apply for one account for the use of their students, teachers, and /or residents. These accounts will be designated as “bookmobile institution” accounts and are valid only with mobile library services. Items checked out must be for the enrichment and entertainment of the students or residents of the partner institution.
- Partner institution staff must use their personal library cards to check out library materials for personal use. Books and other materials needed for college classes, continuing education, career certification, and other personal enrichment will be considered personal use.
- Partner institutions may check out up to 100 books. Permission to check out more than 100 books may be granted if library staff determines there is a need.
- Library staff may designate some public stops as seasonal only. Seasonal stops that have high attendance may be considered for permanent addition to the bookmobile schedule.
- Public stops that have low or no attendance over a period of time may be cancelled.
- The bookmobile may limit the number of high-demand or limited-availability items that can be checked out by any one person or classroom. This includes, but is not limited to, holiday themes and new release DVDs.
- Patrons can request specific library materials for delivery by the bookmobile to the public stop of their choosing. Items not claimed at the next scheduled stop for the chosen location will be returned to the library shelves.
- Bookmobile service is not provided when the library is closed. Weather-related closings will be announced on WSON, WFIE, Facebook, and Twitter.
- Since the bookmobile visits public stops weekly, service interruptions will not be re-scheduled. Library staff will change the due date(s) on any item(s) due when the bookmobile is out of service to the next scheduled service day.

Adopted by the Henderson County Public Library Board of Trustees: January 14, 2016