

Chesterfield County Library Bookmobile Stop Request Form

Please complete this form and submit your request to:

Chesterfield County Library System 119 Main St.

Chesterfield, S.C. 29709 Attention: Library Director

Or email form to: Director@chesterfieldcountysc.com

Name of Organization: _____

Location of Organization: _____

Contact Person for the Stop: _____

Contact Person Email Address: _____

Contact Person Phone Number: _____

What Day(s) would work best? _____

Morning or Afternoon? _____

What is the Expected Age Range? _____

Estimated Number of Individuals? _____

The Bookmobile is 18 feet long and requires adequate room to maneuver. Describe the parking area and how the vehicle can enter and exit: _____

Comments/Questions: _____

These conditions are essential for receiving service:

- All stops must be located within Chesterfield County.
- The stop must be open and accessible to the general public.
- The stop is not located within a 2-mile radius of a branch or another stop.
- All stops must have a parking area with a visible spot large enough to accommodate the Bookmobile and allow safe entrance and exit from the stop.
- Stops must be easily integrated into the schedule.

Chesterfield County Library reserves the right to cancel a stop should the number of patrons utilizing it drop below a number sufficient to justify the service.

Stops that have the greatest need or distance, or those based on outreach target groups, are given priority, and evaluated using the following criteria:

- Consistent usage of services
- Participation level
- Circulation over a specified period of time
- Consistent return of library materials

Stop Cancellations

Outreach stops may be canceled due to:

- Tornado warnings
- Exceedingly cold or hot temperatures
- Hazardous driving conditions due to flooding, snow, ice, etc.
- Staff shortage due to illness or other unforeseen circumstances
- Maintenance and repair

Stop Responsibilities

- Ensuring adequate parking before the scheduled visit
- Informing the Bookmobile staff of any stop closures

If a stop needs to be canceled or changed, the Bookmobile staff will notify the designated contact person as soon as possible. Chesterfield County Library reserves the right to remove any stop from the schedule that does not meet the stated requirements or change the schedule as needed. The department has a fixed schedule and does not make up for missed visits.

I have reviewed the guidelines above and understand that submitting this form does not guarantee service.

➤ _____

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