

# **Bookmobile Policy**

## **WASCO COUNTY LIBRARY DISTRICT**

### **Mission Statement**

The bookmobile will provide library service to people in the district who are unserved or underserved due to physical, economic, social, geographic, or other barriers.

### **Goals**

The primary functions of the bookmobile service are to:

1. Provide information to people of all ages and abilities for their recreation, education, and lifelong learning.
2. Introduce non-users to library collections and services.
3. Conveniently provide popular materials in a variety of formats that will increase library use and encourage a lifelong desire to learn.
4. Present programs that encourage use of the bookmobile and the library.
5. Increase visibility of the library by generating a positive image throughout the entire community.

### **Guidelines for Stops**

Stops are 30 to 120 minutes depending on usage and need. The schedule will be arranged to provide service to the largest number of people as efficiently as possible.

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

### **Schedule**

1. The bookmobile schedule will be adapted to respond to usage of service including circulation, door count, reference questions, and other library services.
2. The bookmobile will not provide regularly scheduled service on library holidays, but may provide service for special events.
3. 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 staff. All efforts will be made to notify the public about any bookmobile schedule changes.

**Policies**

The Wasco County Library District bookmobile will follow the existing Wasco County Library District policies in all aspects, with the addition of specific bookmobile policies outlined below.

**Driving**

A district staff member or board member will drive the bookmobile at all times. Volunteers will not drive the bookmobile.

**Borrowing**

The library district will provide library card applications for adults and for children under 18 that require permission from an adult family member. This will allow children to have a library account and borrow materials without their parents present. District staff will keep a copy of student lists and library card numbers issued in this manner.

**Fees for Service**

Fees accrued by bookmobile patrons may be nullified (for items not yet checked in) or forgiven (for items that have been returned) at the discretion of the staff member on board. Fines that are accrued on the bookmobile due to unforeseen bookmobile schedule delays or cancellations will be automatically forgiven and/or nullified. The bookmobile will only accept checks for fee collection.

**Emergencies**

The bookmobile will follow The Dalles Library emergency closing schedule. The bookmobile will not provide service if there is inclement weather that may inhibit driving. All efforts will be made to notify the public about any bookmobile cancellations.

**Volunteers**

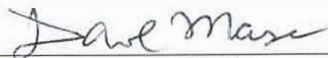
Volunteers are encouraged to help support the bookmobile service. Volunteers can ride on the bookmobile or meet the bookmobile at a scheduled stop. Volunteers will be made aware of differing environments while working on the bookmobile, such as limited use of bathrooms, varying patron attendance, and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

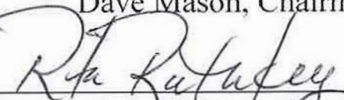
**Collection Development**

In order to meet the needs and demands of patrons, the bookmobile collection will be developed in response to patron requests. The requests at each bookmobile stop will be gathered and used to adjust the collection for the next courier.

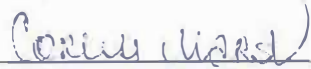
ADOPTED by the Wasco County Library Service District Board of  
Directors on the  
21st day of January 2025.

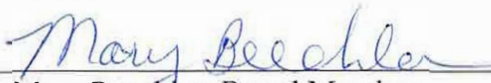
WASCO COUNTY LIBRARY SERVICE  
DISTRICT BOARD OF DIRECTORS

  
\_\_\_\_\_  
Dave Mason, Chairman

  
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Rita Rathkey, Vice-Chair

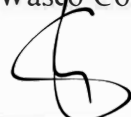
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Tina Coleman, Board Member

  
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Corliss Marsh, Board Member

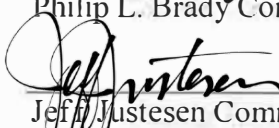
  
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Mary Beechler, Board Member

ADOPTED by the Wasco County Commissioners, Governing Body of the Wasco  
County  
Library Service District, on the 2 day of April, 2025.

WASCO COUNTY COMMISSIONERS  
Governing Body of the  
Wasco County Library Service District

  
\_\_\_\_\_  
Scott C. Hege, Commissioner Chair

  
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Philip L. Brady Commissioner Vice Chair

  
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Jeff Justesen Commissioner