

## **Bookmobile Use Policy (Book Totes)**

The Bath County Memorial Library Bookmobile and Outreach Services provides personalized, comprehensive library service to people who may have difficulty visiting their community library.

Book Totes are a way for schools and community organizations to obtain library books for person's they serve.

### Circulation Information

- A Library card will be issued to the organization. These Library cards can only be used for book totes.
- Organizations are responsible for keeping track of items in the totes and any fees associated with those items. (Example, the school/organization "checks-out" tote items to someone and that person loses/damages said item. The library cannot bill the person because Book Totes are an agreement between BCML and the school/organization.)
- Totes can have up to 25 books.
- Books are selected by library staff in coordination with school/organization in order to meet age and content requests.
- School/Organization can request specific titles be included in totes. Titles the library does not own can be evaluated for purchase, following book selection policies.
- Items may be renewed up to two times, if not requested by another patron. After two times, items that have not been returned will become Overdue.
- Quantity of books in a tote may be adjusted by library staff to account for renewed items in order to keep total number of books checked out at no more than 25.
- Overdue items and fees may prevent check out of additional items until the account is returned to good standing.
- Lost or damaged items will incur a replacement cost. Please note-the Bookmobile and Outreach Librarians do not carry cash. Payment in exact form *can* be accepted but change will not be available.
- Patrons should make every effort to return materials in a timely manner.

### Bookmobile and Outreach Services Policies

- Sometimes circumstances beyond our control (such as weather conditions, mechanical issues, etc.) occur which causes earlier arrivals, delays, or cancellations.
- During the regular school year, if Bath County schools are closed due to inclement weather, the bookmobile will not go out. Reminders of no service will be posted on the bookmobile's social mediaF page.
- In case of inclement weather during school holidays/breaks, bookmobile staff and library administration will evaluate the situation to determine whether or not it is safe for the bookmobile to go out. A notice will be posted on the bookmobile's social media page. Patrons may also be contacted via phone or email.