

## Bookmobile policy

**Waverly Public Library**  
**1500 West Bremer Avenue**  
**Waverly, IA 50677**  
319-352-1223  
[smeyer@waverly.lib.ia.us](mailto:smeyer@waverly.lib.ia.us)

### Bookmobile Policy

The bookmobile is an outreach of the Waverly Public Library, extending its services to members of the community who are unserved or underserved due to physical, economic, social, transportation, geographic, or other barriers. Outreach includes delivering the collection and programs to sites outside the building, participating in events that inform people about what the Library offers, and encouraging Library use.

The bookmobile operates under Waverly Public Library policies, as well as those listed below.

**Schedule:** The bookmobile schedule is created by outreach staff considering the Library's mission, available staff, underserved populations, and requests. To request a bookmobile visit, complete the Bookmobile Visit Request form. In addition to scheduled stops, the bookmobile participates in major community events when possible to promote the Library and its resources, programs, services, and activities for people of all ages. Bookmobile service is not scheduled on days when the Library is closed.

**Community events:** The bookmobile is available to participate in Waverly-area community-wide events that are free and open to the public. Bookmobile participation can be requested on the Bookmobile Visit Request form and will be decided on a case-by-case basis.

**School visits:** When possible, the bookmobile will visit Waverly-Shell Rock and local schools to foster a love of reading and encourage Library use.

**Cancellation:** Weather, illness, or mechanical problems may cancel a scheduled bookmobile visit. If a visit must be cancelled, the Library will attempt to contact a site and reschedule the missed visit. Cancellations will be posted on social media when appropriate.

**Material check outs:** A Library card is needed to check out bookmobile materials. A Library card may be requested at bookmobile stops. Bookmobile materials may be returned to the Waverly Public Library main building or its book drop.

**Material requests:** A patron can request specific Library materials for delivery to a scheduled bookmobile stop. Items not claimed at that stop will be returned to Library shelves.

**Staffing:** Staff operating or working on the bookmobile receive special training. Only Library staff may drive the bookmobile. To ensure a safe and secure environment, at least two persons, one of which is a staff member, will staff the bookmobile on its visits.

Approved 2-14-23 scem  
Revised 2-13-24