

BOOKMOBILE VISIT GUIDELINES

These guidelines provide a basis for equitable service opportunities to Brown County community members and groups delivered by the Bookmobile.

- Visits are free, and payment is not accepted for visits.
- Requests must be made 30 days in advance
- All visits must occur in Brown County, Wisconsin
- Space requirements for a site visit:
 - A parking area no less than 50 feet in length and 40 feet in width
 - Parallel parking cannot be accommodated
 - Library staff reserve the right to conduct a site assessment prior to approving submitted request
- All Brown County schools are eligible to receive Bookmobile visits up to two times per academic year
- All Brown County daycares are eligible to receive Bookmobile visits up to four times per calendar year
- The mobile library is not available for political campaign events.
- Group/Organization/Business agrees to promote a Bookmobile visit via flyers, social media, press releases, newsletters, or other media outlets
- Requests for visits are accepted based upon availability, and the library reserves the right to deny a request.
- Library staff reserves the right to cancel a scheduled Bookmobile visit due to hazardous weather conditions, mechanical issues, and/or Brown County Library staff absence.