



BOOKMOBILE & OUTREACH
WILL BE VISITING:

BAILEY LAKES
Town Hall

10:30 - 11:15 AM

THURS | JUNE 2

THURS | JUNE 16

THURS | JUNE 30

THURS | JULY 14

THURS | JULY 28

THURS | AUG 11

THURS | AUG 25

THURS | SEPT 8

CONTACT US:
419.289.8188 EXT. 618
BKMOUTREACH@ASHLAND.LIB.OH.US



ASHLAND PUBLIC LIBRARY BOOKMOBILE & OUTREACH

COMMUNITY STOP SERVICES:

We are excited to bring Ashland Public Library services to you! To help us make this service the best we can and to ensure it's smooth operation, we have established the below expectations. Thank you for your help in guaranteeing our Bookmobile stops are a resounding success!

THE LIBRARY WILL:

- Bring a wide variety of new and popular titles for all Bookmobile stops, including Large Print, audiobooks and DVDs
- Sign patrons up for library cards or ecards.
- Check out all materials for patrons until our next scheduled return date.
- Place holds for specific materials requested by patrons.
- Provide contact information, including a phone number patrons can call and leave a message with requests for specific materials.
- Visit the location on a pre-arranged, scheduled basis.
- Provide a tentative list of Bookmobile stop dates in November and May of each calendar year.
- Provide promotional materials for each visit including flyers, bookmarks and library newsletters for distribution to individual patrons if requested.
- Immediately reach out to location contact if an unforeseen circumstance requires a previously scheduled Bookmobile stop to be cancelled.

THE ORGANIZATION WILL:

- Provide a consistent space for the Library staff to operate the Bookmobile stop, with plenty of space for the Bookmobile to park and convenient access for patrons.
- Post Library promotional materials provided for Bookmobile stops as well as include the Bookmobile stops in any activity calendars, newsletters, etc. as is possible.
- Communicate with Bookmobile staff as soon as possible if a previously scheduled Bookmobile stop needs to be cancelled.
- Update contact information annually with Ashland Public Library Bookmobile or when site contact changes.

IF YOU HAVE ANY QUESTIONS, DO NOT HESITATE TO CALL THE BOOKMOBILE DEPARTMENT AT 419-289-8188 EXT. 618

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