

## Durham County Library – Bookmobile: What to Expect Guide

### STEPS TO SCHEDULE A PROGRAM

1. Read and sign off on the Parking Requirements
2. Submit a date request with details on your event or program using the form available at <https://durhamcountylibrary.org/in-the-community/bring-the-library-to-you/> at least 3 weeks prior to your event. Please keep in mind, the earlier the request is submitted, the better chance we will be able to accommodate your event.
3. Within a few days of receipt, library staff will review the date submitted to determine staffing availability. The Bookmobile team will investigate the proposed location to ensure the possibility of safe setup.
4. Within a week, library staff will reach out to you to confirm the date and finalize the logistics of the program/event.
  - Arrival time for the vehicle will be mutually decided based on set up and program requirements
5. A few days prior to the program/event, library staff will confirm the date and time of arrival and all program details

### DAY OF EVENT/PROGRAM

Please note that if cancellation does occur for any reason, library staff will notify you by the primary source of communication (email or phone) as soon as possible. If you need to cancel for any reason, please notify the primary library staff contact as soon as possible.

- Programming staff and Bookmobile will arrive a minimum of 30 minutes prior to the start of the program, possibly more depending on the amount of setup required for the program (if it is more, that will be discussed prior to event when finalizing details)
- Library staff will execute the prearranged program or event
- Following the program/event, library staff will clean up and head out

### AMENITIES

- Vehicle awning to provide shade
- AC and heat are available on the vehicle
- Power hook-up not required; the Bookmobile runs on generator power when the vehicle is parked. Generator is quiet but noticeable, especially on start-up

### LIBRARY STAFF EXPECTATIONS

- Set up requires at least 30 minutes; library staff will let you know when they arrive for set up
- Library staff will clean up after themselves
- Provide space for library staff to use the restroom as needed if the event or program is over two hours