

## **SAMPSON-CLINTON PUBLIC LIBRARY**

### **BOOKMOBILE POLICY**

1. It is the policy of the Sampson-Clinton Public Library that its bookmobile shall visit nursing home facilities, educational facilities, and rural Sampson County communities on a three [3] week rotation basis in its effort to provide reasonably affordable library services to all residents in rural Sampson County.

2. The bookmobile shall carry a range of literary items including books for children, teens, and adults. Such literary items will consist of best sellers, large-print titles and other materials customarily distributed by a library facility. Such items not customarily carried on the bookmobile may be reserved and subsequently delivered by direct notification to the bookmobile librarian or by contacting the bookmobile staff and requesting such future delivery. All requested library materials will be delivered to the patrons' regularly scheduled stop upon becoming available.

3. The selection of bookmobile stops will be based upon a variety of factors which shall include, but not necessarily be limited to, distance from an existing community library and patron service needs. A schedule of bookmobile routes and stops shall be available at the Holliday Library circulation desk or may be acquired from the bookmobile staff. The bookmobile shall visit its scheduled stops daily on Tuesday through Friday. A regularly scheduled stop may be discontinued at the discretion of the Sampson County Librarian in those instances involving low utilization, safety considerations or violations of library policies. Requests for additional stops are encouraged and all such requests shall be provided due consideration.

4. Items or materials checked out through the bookmobile service may be retained for a period of three [3] weeks or until such time as the next return visit of the bookmobile to the stop where the item or material was delivered. Should the bookmobile fail to return to a stop as scheduled due to a library closing, library emergency, conflicting library scheduling, or otherwise, then the time for return of items or materials due at such stop shall be automatically renewed for an additional period of three [3] weeks.

5. Normal overdue fines may be waived by the County Librarian for items or materials distributed through the bookmobile service upon a showing of undue hardship experienced by the item or material recipient. All such recipients shall be subject to liability for reimbursement in the event of non-returned, lost or damaged items or materials according to the policy detailed or set forth in the Library's Overdue/Lost/Damaged Policy. Items or material shall be considered lost and the recipient responsible for reimbursement when that item or material becomes six [6] weeks overdue. The recipient, in such cases, shall be responsible for the original cost of the items; which responsibility shall be equally applicable for lost and/or damaged items or materials. Unresolved fines and fees shall result in the loss of library privileges at all Sampson-Clinton public library branches, including the bookmobile service.

**Any patron who is unable to return library materials for a long period of time may return those materials to any branch of the Sampson-Clinton Public Library, such items always being subject to the aforesaid Overdue/Lost/Damaged Policy. Parents are responsible when their children fail to return library items or materials as required.**

IF YOU HAVE ANY QUESTIONS, COMMENTS, OR REQUESTS YOU MAY CALL THE BOOKMOBILE SERVICE AT 910-592-4153. BOOKMOBILE OFFICE HOURS ARE MONDAY 8 AM TO 8 PM AND TUESDAY - FRIDAY 8 AM TO 9 AM.

SCPL 11/02