

James Kennedy Public Library Pop-up Library and Book Bike Policy

Introduction: The Pop-up Library and Book Bike are community outreach initiatives by the James Kennedy Public Library designed to bring library services to various locations within our community. This policy outlines the guidelines for the use, operation, and management of these two services to ensure its effective and equitable service to all residents.

1. Purpose: The Pop-up Library and Mobile Book Bike aim to:

- Increase access to library resources for individuals who may have difficulty visiting the library in person.
- Promote literacy and a love of reading through direct engagement with the community.
- Enhance library visibility and community connection.

2. Eligibility for Use:

- The Pop-up Library collection and the Book Bike collection are available for use by all visitors at the sites visited. All guests are encouraged to select one item from the materials available to add to their home libraries.

3. Scheduling and Availability:

- The Pop-up Library and / or Book Bike will visit Dyersville committee events and venues where community members gather.
- The Pop-up Library and / or Book Bike will attend events that are free, open to the general public, and not for profit.
- Requests for the Pop-up Library and / or Book Bike to visit specific locations or events should be submitted to the library no later than 30 days in advance.
- Pop-up Library and / or Book Bike attendance at an event or location is subject to available staffing and weather conditions.
- The Book Bike may be included in Dyersville community parades.

4. Book Bike Operations:

- Only library adult staff or vetted adult volunteers will be permitted to ride the library bike. Riders must be 18 years of age or older.
- The rider must wear a helmet and follow all bike and road safety laws.
- The bike will not be out after sunset or in inclement weather.
- The Book Bike is staffed by library personnel or vetted volunteers who will assist with book selection and provide information about library services.
- Staff will ensure that the Book Bike is maintained in a clean and safe condition at all times.

5. Pop-up Library Operations:

- The Pop-up Library is staffed by library personnel or vetted volunteers who will assist with book selection and provide information about library services.
- Staff will ensure that the Pop-up Library displays and collections are maintained in a clean and safe condition at all times.

6. Usage Guidelines:

- The Pop-up Library and Book Bike will be stocked with a diverse selection of books and other library materials based on current demand, feedback and items available. All items in these collections are free and may be added to a home library – they do not need to be returned to the JKPL.

6. Conduct Expectations:

- All interactions with the Pop-up Library and Book Bike staff should be respectful and courteous.
- Any damage to the Book Bike Pop-up Library equipment or their contents should be reported immediately to the library staff.

7. Safety and Accessibility:

- The Pop-Up Library and Book Bike are intended to be accessible to individuals of all abilities. If additional accommodations are needed, please inform library staff in advance.
- Staff will follow all safety protocols to ensure a safe environment for both patrons and staff, including during inclement weather conditions.

8. Feedback and Evaluation:

- Patrons are encouraged to provide feedback on their experience with the Pop-up Library and / or Book Bike to help improve library services. Feedback can be submitted in person or through the Comments and Questions link on the JKPL website:
www.dyersville.lib.ia.us
- The library will conduct regular evaluations of the Pop-up Library and Book Bike programs to assess its effectiveness and make necessary adjustments.

9. Policy Review:

- This policy will be reviewed and updated as needed to reflect changes in community needs, operational capabilities, or library goals.

Approval: October 16, 2024