



## BOOK BIKE POLICY

Approved by the Wilberg Memorial Public Library of Osceola Board of Trustees on 7/13/2023

The Wilberg Memorial Public Library of Osceola operates a Book Bike to welcome all to connect and learn throughout service areas in the Village of Osceola and beyond. Our Book Bike stops reduce geographic and economic barriers to library use and are free and open to the public.

Book Bike stop locations are selected, and may be changed at any time, based on a variety of factors including: distance from the library and other stops; population density; ease of customer, vehicle, and Book Bike access; usage; and circulation.

The Book Bike should be accompanied by two individuals from the library staff or approved volunteer list when possible. Safety gear must also be worn and stocked at all times when the Book Bike is in use. The following is a list of materials needed to meet this requirement:

- Bike Helmets
- Sunscreen
- First Aid Kit
- Bike Repair Kit
- Water Bottle

The collection on the Book Bike will be maintained by staff collection development specialists and updated as necessary. The goal is to maintain a Book Bike collection of new and popular items that meet our community's needs. Funding for these items may be from a variety of sources, such as the library book budget, the Friends of the Library quarterly donations, grants, or donations from community businesses, members, etc. At the discretion of the Library Director, the staff using the book bike may bring items from the library's regular collection, but must always change the item record status to 'Book Bike' prior to leaving the library and again change the item status to 'Available' upon return to the library.

Individuals must have a library card or photo ID in their possession to check out items from the book bike. If Wi-Fi is accessible, library staff will be able to create library cards for new patrons. Patrons should plan to return items directly to the library rather than waiting for another book bike visit as the schedule for the book bike is subject to change.

Special events may be attended by the Book Bike. Suggestions from the community on Book Bike stops and attendance at special events may be given by speaking with the Library Director.