

## Sno-Isle Libraries – Library on Wheels Request for Bookmobile Services

Date: \_\_\_\_\_

### CONTACT INFORMATION

Person requesting stop: \_\_\_\_\_

Address: \_\_\_\_\_

*City*

*Zip*

Phone number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address: \_\_\_\_\_

### IF FACULTY

Facility name: \_\_\_\_\_

Site Manager's name: \_\_\_\_\_

Address: \_\_\_\_\_

*City*

*Zip*

Phone number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address: \_\_\_\_\_

Building Security/Emergency contact—

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### SITE INFORMATION

Site of requested stop: \_\_\_\_\_

Location:

	YES	NO
Is site off the road? *	<input type="checkbox"/>	<input type="checkbox"/>
Is site level? *	<input type="checkbox"/>	<input type="checkbox"/>
Is site paved?	<input type="checkbox"/>	<input type="checkbox"/>
Would entrance door (passenger side) be away from traffic? *	<input type="checkbox"/>	<input type="checkbox"/>
Does the site accommodate parking of a 25-foot vehicle? *	<input type="checkbox"/>	<input type="checkbox"/>
Is there a clear access for Bookmobile parking? *	<input type="checkbox"/>	<input type="checkbox"/>
Will space be reserved for Bookmobile parking? *	<input type="checkbox"/>	<input type="checkbox"/>
Will sidewalks be cleared of ice, snow, leaves, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
Are restroom facilities available for library staff?	<input type="checkbox"/>	<input type="checkbox"/>
Is there access to a 110 or 220 electrical outlet?	<input type="checkbox"/>	<input type="checkbox"/>
Is WiFi available on site?	<input type="checkbox"/>	<input type="checkbox"/>
Is the nearest library branch more than 5 miles away?	<input type="checkbox"/>	<input type="checkbox"/>

*\*Required*

Alternate parking location: \_\_\_\_\_

**CUSTOMER INFORMATION**

How many residents are in vicinity/in residence? \_\_\_\_\_

What is the age range of potential customers? \_\_\_\_\_

Are you residents sufficiently mobile to get into the Bookmobile (3 steps)? \_\_\_\_\_

Would residents need wheelchair access? \_\_\_\_\_

What time do the children return from school? \_\_\_\_\_

Do potential customers need foreign language materials? \_\_\_\_\_

What languages? \_\_\_\_\_

What times of the day would we see the most people? \_\_\_\_\_

Would building/facility staff be available during stop? \_\_\_\_\_

**PUBLICITY**

	YES	NO
Do you have a resident newsletter?	<input type="checkbox"/>	<input type="checkbox"/>
If so, will you include Bookmobile information in it?	<input type="checkbox"/>	<input type="checkbox"/>
Are we able to post signs announcing the stop?	<input type="checkbox"/>	<input type="checkbox"/>
Does the facility have a web page?	<input type="checkbox"/>	<input type="checkbox"/>
Would you provide a link to the library's web page?	<input type="checkbox"/>	<input type="checkbox"/>

Other ways to publicize stop? \_\_\_\_\_

**DRIVING DIRECTIONS FROM I-5**

Any other pertinent information you can provide to help us serve you better:

Please fill out and send to:

Denise Douglas-Baird  
Library on Wheels Manager  
Email: ddouglas-baird@sno-isle.org  
Mail: Sno-Isle Libraries  
7312 35<sup>th</sup> Ave NE  
Marysville, WA 98271

**Sno-Isle Libraries – Library on Wheels  
Request for Bookmobile Services**

Facility Name: \_\_\_\_\_

**PLEASE SIGN BELOW TO REQUEST A BOOKMOBILE STOP AT THIS LOCATION:**

	NAME	ADDRESS	PHONE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			

**Submit with completed Request for Bookmobile Service form**

