



TERMS FOR COLLECTION DELIVERY FROM THE LOUISVILLE FREE PUBLIC LIBRARY

To establish and continue to receive deliveries of material collections from the Louisville Free Public Library (LFPL) via the Adult Outreach Bookmobile, **your agency agrees to:**

1. have a library card in your agency's name;
2. keep track of LFPL materials checked out on this card and be responsible for their return to the bookmobile or other branch of LFPL;
3. post the bookmobile's schedule in a prominent place and
4. announce, if possible, or otherwise remind residents and staff of the collection delivery visit a day or two in advance;
5. have books due to be returned ready for pickup by 9:00 am of the day LFPL staff are due to deliver your new books. Discuss with bookmobile staff ideas for a good spot to swap your old and new sets of books.

In return, your agency can expect the Adult Outreach Bookmobile staff to:

1. provide readers' advisory service on an individual and group level;
2. provide a delivery schedule and regular delivery of library materials;
3. keep your staff apprised of what materials are on your account;
4. provide library materials to support activity programs, if desired;
5. help coordinate book discussions for groups, if desired;
6. distribute promotional/informational material to keep your agency connected to the latest in LFPL programs, activities, classes, exhibits and more.

We look forward to keeping your readers supplied with library materials.

Please call 574-1609 with questions, comments or requests for specific materials.

If these terms are agreeable to you and your administration, please return the following form with the contact information and signatures of the site administrator and the department head who will be the agency's trustee of the library materials.



If the terms of use are agreeable to your organization, please complete and return this form to Louisville Free Public Library, Adult Outreach Services, 301 York St, Louisville, KY 40203.

Site/facility name, address, phone (please print)

Name/ job title of staff contact (please print)

Phone and email of staff contact (please print)

Signature _____ Date _____

Name/job title of site/facility manager/administrator (please print)

Phone and email of site administrator (please print)

Signature _____ Date _____