



Thank you for your interest in making your facility a regular Louisville Free Public Library Bookmobile stop. There are certain criteria that we use to select stops for the adult outreach bookmobile. We trust that your facility will meet these basic terms and we look forward to providing service to your residents in the near future. The following criteria are used to select sites for the bookmobile to stop:

- Location -- The site must be in Jefferson County & should not be within reasonable walking distance of a Louisville Free Public Library location.
- Need -- The Adult Bookmobile service is intended to serve seniors and disabled persons who do not have access to the library.
- Contact -- The site must have staff willing to coordinate service with Adult Bookmobile staff.
- Support – The bookmobile needs to be used by residents, staff, and/or people in the neighborhood. We need to expect an average of **ten** participants on a regular basis (45-minute stop).

We ask that organizations agree to the following:

- Post the annual Bookmobile Schedule in a prominent location.
- Announce or remind residents of each bookmobile visit a day or two in advance.
- Provide a safe and accessible parking space for the Bookmobile.
- Participate in occasional Adult Bookmobile activities, e.g. distribute occasional promotional information/material provided by the Louisville Free Public Library.

Complete and submit the attached form, and we will reach out to discuss details.

Thank you,

Louisville Free Public Library
Adult Outreach Services



Please sign and date below to indicate that your facility agrees to the conditions listed above and return 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 _____