



JOETEN-KIYU PUBLIC LIBRARY

CNMI STATE LIBRARY

P.O. Box 501092 CK, 2745 Insatto Street, Susupe, Saipan, MP 96950
Tel: (670) 235-7322/23 or 7315 • Fax: (670) 235-7550
Website: <http://www.cnmilib.org> • Email: cnmistatelibrary@gmail.com

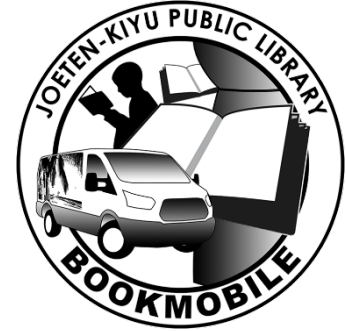


Bookmobile Request Guidelines

The Joeten-Kiyu Public Library's Bookmobile Outreach Services will visit areas of potential need, within a set schedule of stops. The following criteria are typically used to select Bookmobile stops.

Bookmobile Service Priorities:

- Areas farthest from the library with an under-served population
- Public Schools
- Senior & Youth Care Facilities
- Juvenile Detention Centers
- Community Events
- Non-Profit Organizations



All Bookmobile stops must:

- Be easily integrated into the existing schedule.
- Provide a parking area that is suitable for the vehicle and allows safe access for patrons.

Stop Evaluations:

Stops are evaluated on an ongoing basis. The Joeten-Kiyu Public Library reserves the right to cancel/ change/ reschedule/ move a stop at any point if it feels the arrangement is not the best use of library resources or to factors beyond our control (e.g. weather, power outage, mechanical problem, etc.)

Factors used in evaluating stop locations or times:

- How many patrons access the Bookmobile on a consistent basis?
- Circulation of materials per stop.
- Consistent return of library materials in good condition.
- Proximity to JKPL.
- Time of the year.

Bookmobile Schedule:

The Bookmobile operates Tuesday to Friday from 10AM-5PM, and Saturday from 10AM-3PM. Closed on Holidays. The length of the visit will vary depending on the event.

Complete a Bookmobile Request Form.

Should you have any questions, please contact the Bookmobile Supervisor Leoralynn Terlaje at (670) 287-7316 or the JKPL at (670) 235-7323 (READ), or Email: leoralynnterlajejkpl@gmail.com.

Bookmobile Request Form

Please complete the following request form and review the Bookmobile Request Guidelines. Should you have any questions, please contact the Bookmobile Supervisor Leoralynn Terlaje at (670) 287-7316 or the JKPL at (670) 235-7323 (READ), or Email: leoralynnterlajejkl@gmail.com. You will receive a response concerning your request within 3 business days.

Name of Organization or School	Contact Person/Title	
Phone	Address/Location for Proposed Visit	
Email		
The Bookmobile is 22 ft. long and 9 ft. high and must have adequate room to maneuver. REQUIREMENT: 2 adjoining parking spaces. The proposed location has:		
Designated parking space for the Bookmobile <input type="checkbox"/> Yes <input type="checkbox"/> No	Sufficient parking space to safely maneuver a 22 ft. Bookmobile <input type="checkbox"/> Yes <input type="checkbox"/> No	
Adequate parking for Bookmobile library staff <input type="checkbox"/> Yes <input type="checkbox"/> No	The area is open and accessible to the general public <input type="checkbox"/> Yes <input type="checkbox"/> No	
Sufficient outdoor light for after-dark visit <input type="checkbox"/> Yes <input type="checkbox"/> No	Restroom facilities for Bookmobile staff <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is it possible for the proposed location to help publicize this stop? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Event:	Requested Date:	
Note: Bookmobile visit usually runs for 30 minutes. Should you need more time, please fill in the time request.		
Start Time:	End Time:	
What age levels do you anticipate the Bookmobile serving? (Choose all that apply and identify the estimated number of participants)		
Preschool # _____ Children # _____ Teens # _____ Adults # _____ Seniors# _____ Families# _____		
Requested Services: <input type="checkbox"/> Bookmobile Tour <input type="checkbox"/> Bookmobile Exhibit <input type="checkbox"/> Braille Books & Digital Talking Books <input type="checkbox"/> Health Literacy/Fitness Activity <input type="checkbox"/> Family Literacy		<input type="checkbox"/> Read Aloud/Story Exploring <input type="checkbox"/> Use of computers and the internet <input type="checkbox"/> Movie Will Library cards be issued? <input type="checkbox"/> Yes <input type="checkbox"/> No Area of interest/focus of visit or materials to be set aside (due to limited supplies, the library may charge fees based on certain activities):
INDEMNIFICATION: The Requestor/Agency agrees to hold harmless and indemnify the library, its director, employees, partners, and agents, from and against all third-party claims and legal proceedings of every kind whatsoever arising from or in any way related to the participant's visit of the Bookmobile, including all legal costs incurred by the library in the defense of such claims and proceedings.		
Acknowledged by: (PRINT NAME) _____ (SIGNATURE) _____ (DATE) _____		
PHOTO RELEASE: I, the undersigned, hereby consent to and authorize the use and reproduction of photographs and/or audiovisual materials of children/minors in my care by the Joeten-Kiyu Public Library and Bookmobile for use in publicity material, whether print or electronic format (Brochures, Newspapers, Website, Facebook, etc). I understand that children's pictures, names, and/or ages only may appear in such publicity material.		
Acknowledged by: (PRINT NAME) _____ (SIGNATURE) _____ (DATE) _____		