

MOBILE LIBRARY AGREEMENT



This agreement is made between:

- 1. Oconomowoc Public Library
- 2. [Facility Name]

RESPONSIBILITIES OF THE OCONOMOWOC PUBLIC LIBRARY

A Library staff member will visit [Facility Name] at the agreed dates and times and will bring materials available for checkout. The staff member will also collect returned materials, accept title requests, register new patrons for library cards, and instruct in eBook checkouts as needed.

RESPONSIBILITIES OF THE RESIDENTS

All [Facility Name] residents will need a personal library card to check out materials. Residents who check out materials will be responsible for returning them, either to the library staff member during the Mobile Library visit or in the return box available in the facility. Late fees will be waived, but lost and damaged fees may still apply. If residents have a balance, they will be unable to checkout materials. They will be notified by mail and will need to mail a check for the amount, made out to the Oconomowoc Public Library.

RESPONSIBILITIES OF [FACILITY NAME]

[Facility Name] will provide a space with a table and chairs for the Library staff member, advertise the visit in the weekly/monthly calendar, verify a resident's identity if there is no photo ID, and collect and return materials to the library in the event of a resident's death or move. [Facility Name] will store a box in a secure location that will hold returned materials to be picked up by a library staff member or volunteer.

Personal information collected for these purposes will only be used internally at the Library and will only be disclosed to residents, except if the law requires disclosure to a third party. [Facility Name] staff will respect the privacy of residents and will not disclose personal information to outside parties.

All parties agree to abide by the Mobile Library Agreement and all policies of the Oconomowoc Public Library, including the Mobile Library Policy. Failure to adhere to these may result in termination of service.

Betsy Bleck, Director
Oconomowoc Public Library

Date

[Facility Director], [Position]
[Facility Name]

Date

MOBILE LIBRARY BOOKMARK

FRONT

| |
|---|
|  |
| MOBILE LIBRARY |
| Items Checked Out |
| 1. _____ |
| 2. _____ |
| 3. _____ |
| 4. _____ |
| 5. _____ |
| 6. _____ |
| 7. _____ |
| 8. _____ |

BACK

If you have questions, want to renew a library item, or want to request a title, please contact:

Jennie Fidler
Special Services
Coordinator
(262) 569-2193, ext. 206
jfidler@oconomowoclibrary.org

Please return books to your facility's desk or at the next Mobile Library visit.

**Next Mobile
Library Visit**
