

Mobile Branch Policy

The Lincoln Library Mobile Branch welcomes every member of the community to use and enjoy the bookmobile's collections, programs, and services.

The bookmobile is a branch of Lincoln Library and all library policies apply, in addition to those listed below:

- Capacity of the Mobile Branch is at staff discretion. Patrons are responsible for complying with staff enforcement of maximum capacity.
- Patrons may not enter non-public areas of the bookmobile or engage in any behaviors that may result in damage to the vehicle or its contents.
- Items checked out from the Mobile Branch may be returned to the main library, and those checked out from the main library may be returned to the bookmobile.

Mobile Branch Service Schedule

The service schedule of the Mobile Branch is continuously evaluated and stops are determined by the following criteria, though exceptions may be made depending on the circumstance:

Geographic

All stops must be located within Capital Township. The bookmobile may not add a stop if a nearby stop already exists.

Open and free access

The area must be open and accessible to the general public. The Mobile Branch does not stop at private residences.

Adequate parking

All stops must have a parking area with a visible location large enough to accommodate the bookmobile and allow patrons safe access to the vehicle.

Patron use

Stops may be cancelled or relocated should the number of patrons utilizing the bookmobile drop below a sufficient number to justify the service. Stops will be evaluated using patron count, circulation, change in the number of users or in the number of materials borrowed, and demand for service.

Staff availability

Sufficient staff and resources must be available in order to add the stop.

Stop Cancellations

Bookmobile stops may be temporarily cancelled due to:

- Extreme weather or hazardous driving conditions
- Maintenance, updates, and repair
- Staff availability

Notification of schedule changes will be available through the library and social media.

Approved by Lincoln Library Board March 2026