



Medina County District Library

Bookmobile New Stop Request Form

Name of person making request: _____ Date: _____

Address: _____

E-mail address: _____ Phone: _____

Location for the proposed stop: _____

Suggested day of the week: _____

Suggested time of day: _____

The Bookmobile is 33 feet long and must have adequate room to maneuver.

Please describe the area where the Bookmobile would be parked and how it could enter and exit:

Estimated number of potential Bookmobile members: _____

What age levels do you anticipate the Bookmobile serving? (Check all that apply)

- Preschool Children Teens Adults Seniors Family

The proposed location has:

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Designated parking space for Bookmobile stop |
| <input type="checkbox"/> | <input type="checkbox"/> | Sufficient parking and ample space to safely maneuver 33' Bookmobile |
| <input type="checkbox"/> | <input type="checkbox"/> | Adequate parking for Bookmobile members |
| <input type="checkbox"/> | <input type="checkbox"/> | Area open and accessible to the general public |
| <input type="checkbox"/> | <input type="checkbox"/> | Safe and sufficient outdoor lighting for after dark stops |
| <input type="checkbox"/> | <input type="checkbox"/> | Timely and thorough snow removal during winter months |
| <input type="checkbox"/> | <input type="checkbox"/> | Year-round accessibility |
| <input type="checkbox"/> | <input type="checkbox"/> | Restroom facilities for Bookmobile staff |

Is it possible for the proposed location to help publicize this particular stop:

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | By listing the date and time of Bookmobile stop on the location's website |
| <input type="checkbox"/> | <input type="checkbox"/> | By circulating library flyers and/or newsletters |
| <input type="checkbox"/> | <input type="checkbox"/> | By on-site signage |

Comments or Questions:

This form may be returned to any MCDL location or mailed to:
Outreach Services, 6625 Wolff Road, Medina, OH 44256