



**JACKSON
HINDS
LIBRARY
SYSTEM**

Jackson Hinds Library System

605 E Northside Dr.
Clinton, MS

601-968-5825

Info@jhlibrary.org

www.jhlibrary.org

BOOKMOBILE HOST SITE APPLICATION

Background: The Bookmobile is 12.6 feet tall, 8 feet wide, and 26 feet long. The area the bookmobile will need to navigate and park will need to accommodate this size. It will also need to be flat/level. Bathrooms will also need to be freely available to the driver and potentially to visitors.

Organization/Host Site Name: _____

Site Address (where the vehicle will park): _____

Mailing Address (if different): _____

Primary Contact Name/Title: _____

Phone: _____ **Email:** _____

Secondary Contact (optional): _____

Best way/time to reach you: _____

A. Site Type & Public Access

1. What type of site is this? (check one)

Senior housing/assisted living School Daycare/early learning

Community center Park Faith-based org Social service agency

Neighborhood stop/open public location Other: _____

2. Is the stop open to the public (not a private event)?

Yes No If no, describe: _____

3. Who do you expect to serve? (check all)

Babies/Preschool (0–5) Children (6–12) Teens (13–17)

Adults Seniors Families Other: _____

4. Estimated number of visitors per stop:

1–10 11–25 26–50 50+

Estimated number of *regular* users (most visits): _____

B. Requested Schedule

- 5. Request type: Ongoing stop Short-term pilot One-time/special event
- 6. Preferred days: Mon Tue Wed Thu Fri Sat
- 7. Preferred time window: Morning Midday Afternoon Evening
- 8. Preferred frequency: Weekly Biweekly Monthly Other: _____
- 9. Preferred length of stop: 30 min 45 min 60 min Other: _____
- 10. Start date preference / seasonality: _____

C. What You Want the Bookmobile To Provide

- 11. Core services requested (check all)
 - Browsing/checkout/returns Holds pickup (if offered) Library cards
 - Reader’s advisory Reference/help finding info
 - Wi-Fi/tech access (if available)
- 12. Programs/activities requested (check all)
 - Storytime Craft/activity School-age activity Adult learning
 - Outreach/resource referrals Other: _____
- 13. Collection preferences (optional)
 - Languages needed: English Spanish Other: _____
 - Focus areas (e.g., large print, early literacy, job help, GED, etc.):

D. Site Logistics & Safety (required)

- 14. Vehicle access & parking
 - Approx. length/height/weight limits at entrance (if any): _____

 - Is there a flat, solid surface for parking? Yes No
 - Is there safe pedestrian access (sidewalk/curb cut/clear path)? Yes No
 - Adequate turning radius / room to maneuver? Yes No
 - Please describe exactly where the vehicle will park and how it will enter/exit (include gates, tight turns, time-of-day congestion):

15. Clearance & conflicts

- Any low branches, wires, narrow lanes, or scheduled conflicts (farmers market, trash pickup)?

16. Restroom access for staff (REQUIRED)

- Staff restroom available during stops Nearby public restroom

17. Accessibility & safety

- ADA-accessible path to service area? Yes No (explain) _____
- Adequate lighting for evening/low light? Yes No
- Staff member onsite to help coordinate crowd/safety if needed? Yes No

18. Weather/closure planning

- Where can patrons wait if weather is bad? _____

- Who notifies whom if the site must cancel/close? _____

E. Host Site Responsibilities (agreement)

Initial each item:

___ We will provide a safe, accessible parking space and keep it clear during scheduled stop times.

___ We will provide clean, safe restroom access to library staff and bookmobile visitors.

___ We will designate a site coordinator to communicate with bookmobile staff.

___ We will promote the stop (post schedule, reminders, flyers, etc.).

___ We understand the schedule may change based on operational needs/usage, and service is not guaranteed by submitting this application.

Optional promotion methods (check all):

- Onsite signage Email/newsletter Website/social Staff reminders Partner referrals

F. Signatures

Primary Contact Signature: _____ Date: _____

Print Name Primary: _____

Site Administrator Signature: _____ Date: _____

Print Name Administrator: _____

Submit completed form to:

Bookmobile@jhlibrary.org