

**APPENDIX A
REQUEST FOR BOOKMOBILE SERVICE FORM**

Request for Bookmobile Service Form

Members of the public who are interested in having a bookmobile stop established in their community are asked to fill out this form.

The Regional Directors of New Brunswick Public Library Service will consider all bookmobile stop requests that fall under their assigned service areas based on established criteria. Please refer to NBPLS Policy 1058 – Bookmobile Service for more information (<http://www.gnb.ca/publiclibraries>).

Your Name: _____

Address: _____

Phone number: _____

E-mail address: (optional) _____

Where would you like a bookmobile stop to be considered (e.g. name of community):

Describe the community (e.g. geographic location; number of residents)

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Civic address of proposed bookmobile stop (you may provide more than one location for consideration):

Option 1:

Option 2:

Option 3:

Location of nearest public washroom (please provide the distance from proposed bookmobile stop and name of the place):

Option 1:

Option 2:

Option 3:

Does the proposed location meet the following conditions (please check all that apply for each location):

Options:

1 2 3

- a flat location to park the bookmobile**
- adequate space for the bookmobile to park**
- adequate space for the public to circulate around the vehicle safely**
- easy access to street or highway**
- year round access (e.g. plowed in the winter; suitable road surface)**
- room to get out of the flow of traffic**
- space for patrons to park vehicles**
- sufficient lighting if the stop is to be at night**

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accessible to the general public

cell phone/wireless signal

Are there ways to promote the bookmobile stop in the community (e.g. flyers, newsletters, community newspapers)? If yes, please provide the name and contact information.

Is there a permanent place to post the bookmobile schedule?

Proposed contact person at bookmobile stop (for cancellations / emergencies):

Name: _____

Phone number: _____

E-mail address: _____

People that would use the service on a regular basis:

Name	Phone number
1.	
2.	
3.	
4.	
5.	

Your request will be considered and you will be contacted as soon as possible. New stops are added in September.

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Please send this form to:

**Provincial Office
New Brunswick Public Library Service**

P.O. Box 6000
Fredericton, New Brunswick
E3B 5H1
Tel: (506) 453-2354
Fax: (506) 444-4064

For internal use only

- Is the community located in New Brunswick?
- Is the community 10 km or more from the centre of a community with a public or public-school library?
- Is the community at least 5 km from an existing bookmobile stop?
- Can the stop be coordinated with other stops?

Date of review: _____

- Approved Not Approved

Signature of Regional Director: _____