

Middleton Public Library

BOOKMOBILE PUBLIC USE & SAFETY POLICY

- I. Purpose
- II. General Guidelines
- III. Patron Access & Use
- IV. Safety & Security
- V. Conduct Expectations
- VI. Medical Emergencies
- VII. Weather & Air Quality Guidelines
- VIII. Operational Notes

I. Purpose

- (A) The Middleton Public Library Bookmobile extends access to library materials, resources, and programming throughout the community. This policy promotes safe, respectful, and equitable use of Bookmobile services for patrons and staff.

II. General Guidelines

- (A) The Bookmobile operates under the same expectations as the main library. Full policies: www.midlibrary.org/Policies

III. Patron Access & Use

- (A) **Onboard Limits:** Staff may limit the number of people onboard and the time spent onboard during busy stops.
- (B) **Checkout Limit:** Up to **3 items per active cardholder** may be checked out per visit.
- (C) **Children:** Kids **under 8** must be accompanied by a guardian.

IV. Safety & Security

- (A) **Smoking:** Prohibited within **5 feet** of the Bookmobile.

- (B) **Driver Cab Access:** Only library or City of Middleton staff may enter or operate the Bookmobile unless authorized.

V. Conduct Expectations

- (A) **Aggressive or Threatening Behavior:** Not tolerated. Staff may leave the site and report incidents to police.
- (B) **Vandalism or Theft:** May result in loss of library privileges and law enforcement referral.

VI. Medical Emergencies

- (A) **Staff Illness:** If a staff member becomes ill, Bookmobile service may be canceled.
- (B) Patron Emergencies: Staff may call 911 and administer First Aid or CPR if able—but are not required to do so. See:
 - 1. Epidemic or Health Emergency Policy
 - 2. Opioid Overdose Prevention Policy

www.midlibrary.org/Policies
- (C) Emergency Supplies Onboard: The Bookmobile is stocked with:
 - 1. First Aid Kits
 - 2. Fire Extinguisher
 - 3. Flashlight, Batteries
 - 4. Gloves, Tools, Multi-tool
 - 5. Emergency Blankets (Mylar & Fire)
 - 6. Traffic Cones/Triangles
 - 7. Duct Tape, Parachute Cord, Trash Bags
 - 8. Water, Ice Melt, Flare Kit
 - 9. Tire Pressure Gauge

VII. Weather & Air Quality Guidelines

(Per the City of Middleton's Extreme Weather Conditions Guidelines)

- (A) Winter Weather
 - 1. **Cancellations** possible for snow, ice, low visibility, or wind gusts over 35 mph.

- (B) Extreme Temperatures
 - 1. **Stops may be canceled** during excessive heat or freeze warnings.
- (C) Tornado Warning
 - 1. **Before event:** Visit canceled.
 - 2. **During event:** Seek immediate shelter. Do **not** remain in the Bookmobile.
- (D) Heavy Rain / Flooding
 - 1. Bookmobile may suspend service even if events continue.
- (E) Hail
 - 1. Seek shelter if possible. If not, remain inside and away from windows
- (F) Air Quality: Outreach may be canceled when AQI is:
 - 1. **201–500** (Very Unhealthy to Hazardous): Canceled
 - 2. **151–200** (Unhealthy): Case-by-case decision
 - 3. Visit: www.airnow.gov

VIII. Operational Notes

- (A) If the **Library closes**, the Bookmobile also cancels service.
- (B) **Delayed open/early close** applies to the Bookmobile too.
- (C) **School closures** affect school stops.
- (D) **Awning not used** in rain, wind over 8 mph, or if obstructed.
- (E) **Canceled stops** may not be rescheduled.

Adopted October 14, 2025