

Date of Request _____



Outreach Appearance Request

Note: The Bookmobile is a mobile library branch with regular stops, hours and patrons. Please keep in mind that meeting our patrons' needs via our schedule is our number one service priority; however, with enough notice request for Bookmobile special appearances may be accommodated. In the event of a cancellation, please notify the Outreach Services Department as soon as possible.

Organization Requesting Visit _____

Contact Name _____

Address _____ Phone# _____

Email Address _____

Contact Name & Phone # for day of event _____

Date of Event _____ Time _____ Estimated Attendance _____

Patron Type - Check all that apply _____ Children _____ Teen _____ Adults _____ Families

Staff Only (no vehicle) _____

Activity - Check all that apply _____ Library Card Registration _____ Storytelling _____ Book Care
_____ Bookmobile Tour & Introduction _____ General Library Information _____ Handouts
_____ Give-a-ways _____ What did we give-a-way? _____

Exact Bookmobile Parking Location _____

Remind customers that the Bookmobile is approximately 40 ft. long and will need plenty of room to pull into and out of a parking spot (at least 20 ft. in front and behind the Bookmobile.) We suggest the use safety cones, or some other method, to reserve the Bookmobile's parking space. Also, because of the size of the Bookmobile, it requires a wide turning radius and it is difficult to parallel park or back into parking spots.

Is There Any Other Pertinent Information You Can Provide To Help Us Serve You Better?

Contact:

Sheri Roberts, Bookmobile Service Assistant
1100 Church Rd., Suite 10, Aurora, IL 60505
sroberts@aurorapubliclibrary.org
(630) 723-2726 / Fax - (630) 264-2770



Did/can we attend? (yes/no) _____
If no, why not? _____

Bringing Your Library to You!

Name of staff assigned to work event _____ Attendance _____

