

Williamsburg Regional Library Mobile Library Services

Mobile library service is a free service provided by the Williamsburg Regional Library. In order for this service to be a success, we need **your** help!

Expectations of Directors/Educational Coordinators

- Secure a suitable parking space for the Mobile Library Services Van
- Act as the contact/liaison for the library
- Add the Williamsburg Regional Library Mobile Library Services schedule to school's calendar
- Provide library staff with the school's calendar
- Alert library staff of school closings, holidays, and special events
- Ensure childcare staff stay with students throughout the entire Williamsburg Regional Library staff's visit
- Refer parents to the Williamsburg Regional Library Circulation Division to resolve circulation issues
- Assign a contact person for Preschool Deposit Collections, if applicable

Expectations of Teachers

- Distribute and collect library card registration forms
- Be responsible for students and monitoring students' behavior and ensure students follow safety rules on Mobile Library Services vans
 - No running inside the vehicle
 - No playing on the stairs
 - No sliding down the pole
 - Use safety rails when entering and exiting the vehicle
 - An adult must be the first one to exit the vehicle
 - Ensure students use "inside" voices in the vehicle

- Assist students in selection of library material
- Teach students library etiquette
 - Books are borrowed and must be returned
 - Encourage students to return library material on time
- Prepare students for Mobile Library Services visits
- Remain with the students throughout the entire story program and when students visit the Mobile Library Services Van

Expectations of Students

- Respect library property -“Books are our friends.”
 - Do not write or color in books
 - Do not tear pages
 - Do not bend/fold pages
 - Return materials on time and in good condition
- Respect library staff
- Bring library cards
- Follow safety rules

Expectations of Parents

- Be aware of Mobile Library Services Schedule
- Ensure your child’s card is available when the Mobile Library Services Van visits
- Return library materials to the Mobile Library Services Van, the library’s book return located at your child’s preschool/child care facility, or any library location
- Be responsible for lost/damage materials
- Notify library staff promptly of problems on child’s library record