

BookBike Staff Information

Things to Know When at an Event:

What should we do at regular events (park visits, etc)?: Greet people, tell them about the library and BookBike, offer library cards, books to check out and free incentives. Offer to show Overdrive or other online stuff. Smile and have fun.

Getting Ready For an Event: Each event will have an Event Information Sheet and checklist. Please remember to bring your HELMET and WATER BOTTLE. You will also need to pick up the technology (iPad, scanner and mifi hotspot in the YS iPad Lab), and the messenger bag (also in YS iPad lab) and add the trailer stand. *Everything else will be pre-packed and stocked for you.* Be sure to ABC Check both bikes (Air, Brakes, Chain, Ride Around) and the trailer hook-up and latches.

During the Event: Track reference questions and visitors. Make note before you pack up of any items that need restocking (books – type and number, flyers, giveaway items).

Circulation Information:

- Customers without cards or ID may check out. Verify name, address, phone and birth date. Limit of 5 items.
- New library cards issued at BookBike – limit to 2 items.
- No limit to number of items to check out with library card or ID.
- If a customer has fines blocking the card, make a note of the customer name and or/card number and the items that they wanted to check out and give info to Heather. Fines will be waived (except lost items/collection fees/quick pick fees).
- When Mobile Circ won't work, use Offline mode. This will only record barcodes and will not give real time information like due dates or user information. If you use Offline mode, call Computer Center or submit and **Urgent** work order letting them know it has been used. They need to upload the info immediately. If Offline mode won't work, there is a Notepad app on the iPad that will work with the scanner – email the note to Heather – after the event.
- In the event of anything not working, you can always just write down names or library card numbers and barcodes on the event sheet (with notes about what needs doing) and put it in Heather's box.

New Cards: (for user type, select “unverified”)

All customers getting a new card at the BookBike will be limited to 2 items.

- Rochester/Olmsted County Residents: Have the customer fill out the form. Verify address on ID. Scan the barcode on the top of the form and input customer last name.
- Minnesota Residents: Must have a library card from their home library. Scan the library card barcode and input customer last name.
- Out of state visitors: Cost of a visitor card is \$1/week. Verify that customer understands and ask for how long they would like the card. Ask them to pay the fee \$1 x # of weeks when they visit the library. Have the customer fill out the form; add the number of weeks visiting on the form.

Scan the barcode on the top of the form and input customer last name. Amy will add a fee to the account.

- Children: Will need to have either an ID with address or their parent/guardian with an ID with current address.

Technology Info:

To get keyboard you must hit the scanner power button twice.

Mobile Circ login: Bikecirc

Mobile Circ password:

To show customers Libby or Zinio, login with this library card (also attached to messenger bag): CARD #:

PIN:

Typical BookBike Collection:

6 board books

20 picture books

15 J Non-Fiction

18 J chapter books

10 early readers

10 adult books

10 teen books

Extra and/or special books for the BookBike:

If you are going to a special event and would like books on a special topic (earth day, etc), you may check out books on this card: 3 Please return the books after your event.

Returning From an Event:

Return trailer & bikes to their home in garage. Return technology & messenger bag to YS iPad lab.

Please fill out this form (also saved on the iPad as an app/link icon):

<https://tinyurl.com/2018BookBikeForm>

Put any library card applications on Amy Pepper's desk.

Put any event information sheet notes in Heather's box (or throw it out if there are no notes).

Getting in the building early on Saturdays and/or Sundays: On Saturdays, MNT staff will disarm the building at 7AM. On Sundays in the summer, AT will be assigned to work with you and disarm/arm the building.

Dress Code: BookBike staff are expected to wear the provided t-shirt to all events. What is worn on the bottom depends upon the environment. If it is a hot summer outside event, then professional looking

shorts or skirt are appropriate. If it is a more casual atmosphere, jeans may be worn. If it is an event where jeans are not appropriate, then khaki pants may be worn.

Safety: All BookBike riders are required to wear a helmet when operating the BookBike or ride-along bike.

Bikes: Three bikes are provided by RPL for use with BookBike programming and they are all set up to pull the trailers. Both can be adjusted for height, but one frame size is larger than the others. Your own bike may be used for riding along if you can accommodate any cargo.

Injury/Accident on the bikes or at events: Please handle this as though it were any other Occupational Injury or Illness. (Get care, report to supervisor immediately, report to HR, fill out the forms on the wiki).

Staffing BookBike Events: At least two people will always staff BookBike & ArtCart events. Heather will call for volunteers or schedule YS staff to work events through the desk calendar.

Rain or other wet/bad weather: Please pack up the BookBike & ArtCart immediately and return to the library or other covered shelter. In the event of rain before an event, please cancel that event. In case of high winds, you can leave the umbrella at the library. When canceling an event: notify Heather, Eric, and/or Laura OR: send email to “nightly” about the cancelation and add “CANCELED” to the Evanced event listing.

Important Phone Numbers:

YS Desk: 507-328-2303

Heather work: 507-328-2339

Heather cell: 507



This is what the inside should look like for travel.