



### Site Visit Application Form

HPL’s Bookmobile serves all of Hayward’s community. We prioritize underserved and/or economically disadvantaged communities without a nearby Library branch. We visit community partner agencies, schools, after-school programs, daycares, parks, senior centers, mobile home communities, and neighborhoods on a monthly and sometimes routine basis. Requests can also be made by community partners for a special event visit. Please review the Bookmobile Description of Services for more information (link: )

If interested in scheduling a Bookmobile visit, please complete the below form, in entirety. Incomplete forms will not be accepted.

**Agency Name:** \_\_\_\_\_

**Agency Description:** \_\_\_\_\_  
\_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Contact Phone #:** \_\_\_\_\_

**Agency Website:** \_\_\_\_\_

**Address for Site Visit:** \_\_\_\_\_  
\_\_\_\_\_

***Requested Bookmobile Visitation***

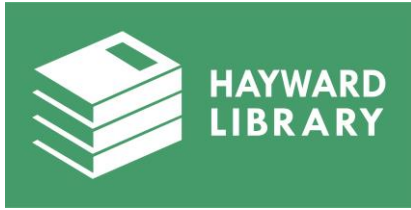
3 Month Commitment, which commences at the beginning of each Fiscal Year quarter (July-September; October-December; January-March; April-June). \*Please note, requests for the following quarter must be made 3 months in advance of the requested date/quarter.

Frequency of Visit Request:  Weekly  Bi-Weekly  Monthly  1 Time Event

Desired Visit Day(s):  Tuesday  Wednesday  Thursday  Friday  Saturday

Desired Visit Time:  AM (10 am to 12 pm)  PM (1 PM to 3 PM)  Other

If other, please specify desired time and reason: \_\_\_\_\_



## Site Visit Application Form

### ***Audience & Materials***

Please tell us a little about the population you serve so that we can better determine mobile book collections/programming for age groups/community. If this is a special event, please tell us about your special event and the audience served.

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### **Age Range of Audience**

#### **Youth**

0-4 years    5-12 years    13-17 years

#### **Adults**

18-55 years  
 55 years and older

### **Desired Services**

Storytime    Craft/Activity    Learn & Play Group    Dance & Movement  
 Seed Lending Library    Nutrition Classes    Adult Literacy Services    Book Club  
 Tech Lending Library    Veteran Resources    Library Cards    Other

If other, please specify desired programming/resources: \_\_\_\_\_

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### **Desired Print Collections**

Onboard the Bookmobile, we offer print materials for all ages, in multiple languages. These include (and are not limited to):

Board Books    Picture Books    Early Readers    Fiction and Nonfiction

Graphic Novels    Cookbooks    Magazines    Newspapers    Audiobooks

Music CDs    Movie DVDs



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**Desired Print Collection Language(s)**

English  Spanish  Chinese  Farsi  Vietnamese  Other

If other, please specify desired language of print collection/resources: \_\_\_\_\_

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**Upon submission of the Bookmobile Site Visit Application Form, you will receive a confirmation of application receipt. Our Bookmobile Committee will review your application/request and will be in contact with you within thirty (30) days to discuss whether we are able to accommodate your request.**

**Submission of this form does not guarantee that Hayward Public Library will be able to accommodate your request. Materials/programming are also subject to availability.**