

Bookmobile Librarian Duties

Daily Duties:

Fill in time sheet

Safety inspection of truck for daily use, tires, belts, wheels (checklist from Mechanic); note maintenance issues

Coordinate with Library Technician for Symphony holds on the Bookmobile

Daily Reports

List users blocked

Hold pickup list (by email)

Clean hold shelf (by email)

Additional and related "Reports" duties:

- Check holds list, pull holds for patrons, and pick up outgoing/drop off incoming holds at HQ
- Maintain hold shelf and ILLs by expiration date

Clear and record patron visits from people counter

Get to each scheduled stop on time; provide service

- Circulation
- Shelve items and read shelves, removing obvious "weeds"
- Reader's advisory
- Answer reference questions
- Place holds for patrons and assist with account as needed
- Submit ILL requests for patrons
- Check blocked patron report
- Sign up new patrons
- Tech support and training for Pioneer and downloadable e-audio and e-print

Collection Development

- Read reviews
- Look at bestseller lists
- Research titles
- Inquire about requests and suggestions for purchase from Technician
- Request POs for approved vendors
- Order materials

Check and answer any email and voicemail messages

Pick up new and additional items for rotation as needed at HQ

Update social media (Facebook®)

Clean inside of bookmobile; sweep or vacuum, wipe down shelves and desks

Reply to email and voice messages

Weekly Duties:

Take care of any interlibrary loans, return. Coordinate with Technician to ensure all materials are mailed in a timely manner

Rotate items as needed

Clean inside cab of truck

Fuel truck

Collection development including:

- Gather information on new releases
- Weed collection and complete projects at HQ
- Submit PO requests
- Order new items
- Read shelves

Administrative duties

- Place and return phone calls
- DTS maintenance
- Truck maintenance
- Truck service

Bi-weekly Duties:

Submit time sheet

Fuel; check all fluid levels, belts, air tank valve, etc.

Do an after trip inspection that is similar to daily inspection

Sign and submit current Relief Driver time sheets

Submit travel, training, and other documents for reimbursement

Monthly duties:

Read budget reports to be aware of spending limits.

Keep in contact with Advisory Board members and County Commissioners; build and foster relationships, do PR.

Check water level in box batteries

Review budget numbers, especially 6251 Object Code; plan accordingly

Review 6181 Object Code with Technician

Monthly Reports

- Items with more than two holds
- Ask Technicians for Statistical Reports

Review circulation numbers

Additional truck maintenance

Bookmobile Staff Meeting – Adobe Connect

Quarterly Duties:

Arrange and attend Advisory Board Meetings as applicable

Site visit with Supervisor

UPM review with supervisor (casual)

Bi-annual Duties:

Make sure the Bookmobile schedule is up to date and available for patrons. Send updated information to newspapers and USL.

Evaluate current schedule; make sure it is working and check for any needed changes or updates

Annual Duties/Opportunities*:

Gather information and submit annual report

Report on annual circulation to Advisory Board as applicable

Attend Annual Bookmobile Conference
Attend ULA Conference*
Have truck inspected
Full Collection Inventory (5-10 year rotation)

Duties as Needed:

Fill propane tank
Weed as needed or necessary
Wash truck
Meet with cooperative partners as needed (Library Director at HQ, City staff, etc.)
Work on special projects
Schedule Relief Drivers for coverage during planned time off and report coverage to Supervisor and the Executive Secretary
Inform Supervisor and /or Executive Secretary when you are out ill in order to have coverage scheduled for you
Train Relief Drivers
Online training and webinars
Community outreach
Special projects such as committees, training, partnering, etc.