

Mobile Library Policy

April 2026

Sandy and Hoodland Mobile Library provides access to library materials and services for people in the Library's service district. The Mobile Library will provide a variety of materials for checkout, including books and audiovisual materials, a Mobile Seed Library, and Library of Things items. Visitors can sign up for library cards, utilize a computer and printer, browse and check out materials for all ages, return library items, learn about resources, services, and programs at Sandy and Hoodland Libraries, and receive readers' advisory, reference, and technology assistance. Library programs including Storytime, STEM activities, and Technology Classes may be available on or in coordination with the Mobile Library. Mobile Library stops will be determined based on specific criteria and will be ADA accessible and safe for patrons.

Checkout and Account Policies

- Patrons will need their LINCC library card, card number, or photo ID to check out materials.
- Patrons can checkout materials following the limits of their library card type.
- Patrons can pick up holds at any mobile library stop open to the public.
- All outreach collection materials check out for 28 days.
- Regular materials on hold will be held for pickup at the mobile library for 30 days.
- A selection of discarded materials may be available for visitors to keep.
- Visitors can sign up for a new library card if they do not already have an existing LINCC library card.
- Overdue fines can be waived at the mobile library. Lost or damaged payments should be made online.

Safety

- A minimum of two people will be assigned to all mobile library stops, one of which may be a volunteer.
- The mobile library may never be left unattended when it is open to the public.
- Steps and walkways must be kept free of any hazards.
- Systems must be working to heat and/or cool the mobile library when weather conditions make it necessary to maintain a safe temperature in the vehicle
- Any accidents or incidents must be reported on the appropriate incident report form or people.
- Library staff are authorized to call the police or other emergency personnel.
- The vehicle is equipped with a first aid kit and two fire extinguishers.
- The vehicle receives routine maintenance to keep it in good working order.
- The mobile library may never transport anyone other than trained staff and certified volunteers. No one is allowed to ride in the back of the vehicle while it is moving.

Driving Guidelines

- Only library staff and volunteers trained to drive the mobile library will be allowed to drive. The driver must have a driver's license in good standing.
- The use of cell phones is prohibited at all times when operating the vehicle.
- No food or drinks will be consumed while driving the mobile library.
- The driver must not be under the influence of drugs or alcohol while operating the vehicle.
- The driver must obey all applicable traffic laws.
- The driver and passenger must wear seatbelts while the vehicle is in motion.
- Drivers must complete the Driver Training Self-Certification Checklist before driving the mobile library.

Patron Policies

- Patrons are expected to follow the library’s Code of Conduct policy. This includes no pets in the vehicle.
- Patrons are not allowed to enter the cab of the mobile library.

Accessibility

The mobile library is wheelchair accessible, and the vehicle should be lowered and the ramp extended whenever the mobile library is open to the public.

Inclement Weather

- The mobile library will not operate during any active watches or warnings impacting the route area for flooding, hail storms, thunderstorms, tornados or winter weather.
- The mobile library will not operate when a travel advisory impacting the route area is in effect.
- For air quality decisions, the City will use the [DEQ Air Quality Index](#) rating of the closest monitoring station, Gresham Centennial High School Station. See Appendix A of this document.
 - If the AQI is at a level of 0-50: mobile library can continue to operate without restrictions.
 - If the AQI is at a level of 51-150: mobile library can continue to operate without restrictions, but members of sensitive groups or employees who have underlying health conditions that are affected by air quality may request to limit working outdoors or will be provided appropriate PPE.
 - If the AQI is at a level of 151 or higher: All mobile library operations will cease.
- For high heat decisions, the City will use the [Oregon School Activities Association](#) (OSAA) Heat Index. See Appendix B of this document. If the heat index is forecast to be 100 or higher, mobile library operations will be canceled or if possible, relocated indoors.
- Library staff are empowered to close the mobile library at any time if they feel that the weather is creating dangerous conditions for staff or patrons. Library or City Management should be consulted.
- If inclement weather prevents holds pickup, staff will follow the LINCC inclement weather procedures for holds and checked out items, available on [newslincc.com](#).

Appendix A: Air Quality Index

Air Quality Index Levels of Health Concern	Numerical Value	Meaning
Good	0 to 50	Air quality is considered satisfactory, and air pollution poses little or no risk.
Moderate	51 to 100	Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people who are unusually sensitive to air pollution.
Unhealthy for Sensitive Groups	101 to 150	Members of sensitive groups may experience health effects. The general public is not likely to be affected.
Unhealthy	151 to 200	Everyone may begin to experience health effects; members of sensitive groups may experience more serious health effects.
Very Unhealthy	201 to 300	Health alert: everyone may experience more serious health effects.
Hazardous	301 to 500	Health warnings of emergency conditions. The entire population is more likely to be affected.

Note: Values above 500 are considered Beyond the AQI. Follow recommendations for the "Hazardous category." Additional information on reducing exposure to extremely high levels of particle pollution is available [here](#).

