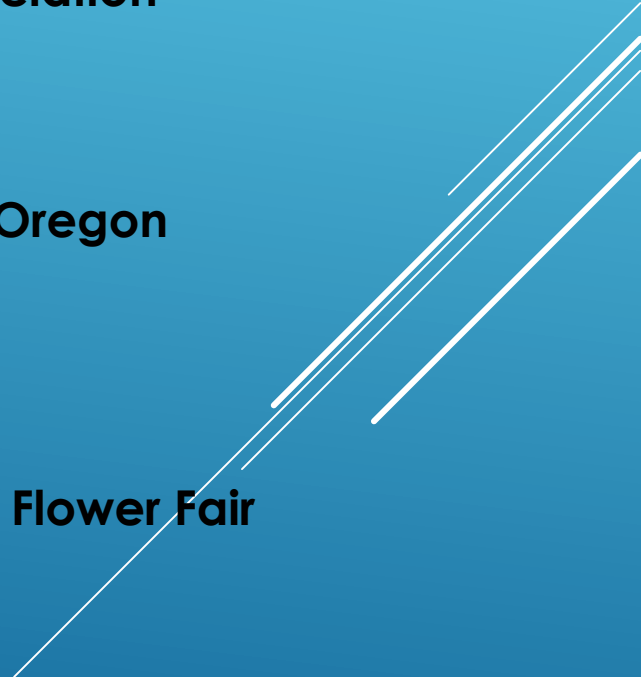# LEAP AND THE OTPL BOOKBIKE

A Great Partnership!!!

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CONSIDERING A BOOKBIKE?

- **How we raised funding for the bike**
- **Getting staff involved**
- **Using volunteers**
- **How and why we used the Bookbike**
- **Bookbike appearances**
- **Items for a successful ride**
- **Transporting the bike to major events**
- **Emergency procedures**

BOOKBIKE TIMELINE

- June 2016   GoFundMe & Library Wishlist accounts created

- August 2016   Contacted different Bookbike companies for pricing quotes

- October 2016   Library Soup contest through Michigan Library Association

- February 2017   Anonymous donation of $2500.00

- March 2017   Ordered Bookbike from Icicle Tricycles in Portland Oregon

- April 2017   Bookbike arrived at OTPL, applied graphics, installed shelving inside of bike, ordered t-shirts

- May 2017   Bookbike made first appearance at the Lake Orion Flower Fair

RAISING FUNDS

- **Go Fund Me page**

- **Orion Township Public Library Wishlist page**

The $3,270.00 raised paid for the Bookbike from Icicle Tricycle, the graphics and all accessories for the bike including T-shirts for staff and volunteers.

GETTING STAFF INVOLVED

- Sign up sheets
- Staff In-Service presentation
- Training on riding the bike
- Training on LEAP
- T-shirts

VOLUNTEERS!!!

- The "Bookbike Wingmen" ride their own bike alongside the staff member on each ride, in case of an emergency.

- They interact with the public at events, by handing out freebies and promoting the library.

- Wingmen were given a Bookbike T-shirt for volunteering.

HOW AND WHY WE USED THE BOOKBIKE

- "Pop-up Libraries" in the community

- Market our library and its services

- Bring our library outside to the patrons

- Appeared in local parades

OTPL BOOKBIKE APPEARANCES 2017

HALLOWEEN PARADE

CHRISTMAS PARADE

DOG PARK

STORIES IN CHILDREN'S PARK

DOWNTOWN L.O. FLOWER FAIR

POP-UP LIBRARIES

MARKETING THE BOOKBIKE AND BRINGING THE LIBRARY OUT TO THE COMMUNITY

Be on the lookout for the OTPL Bookbike this spring and summer at community parks and events!

Orion Chamber Health Expo–5/5
LO Flower Fair–5/11 & 5/12

The Bookbike will bring you books and much more!

If you are interested in volunteering to ride along with us, please contact Lori at lmorris@orionlibrary.org or 248.693.3000 x333.

HALLOWEEN PARADE

LIGHTED HOLIDAY PARADE

WHAT YOU NEED TO HAVE A SUCCESSFUL RIDE!

FREEBIES!!!
- **Water bottles, pencils, & magnets**
- **Books-donations from the Friends' book sale**
- **Program Flyers**

LEAP on an IPAD
Wireless access point - we used Karma Go

Materials related to event to check out

BIKE SUPPLIES
- **Helmet, bike lock**
- **Extra bike tube, bike pump**
- **Umbrella, tarp**
- **First Aid Kit**
- **Bottled water for staff**

ORION TOWNSHIP FIRE DEPARTMENT TO THE RESCUE!!
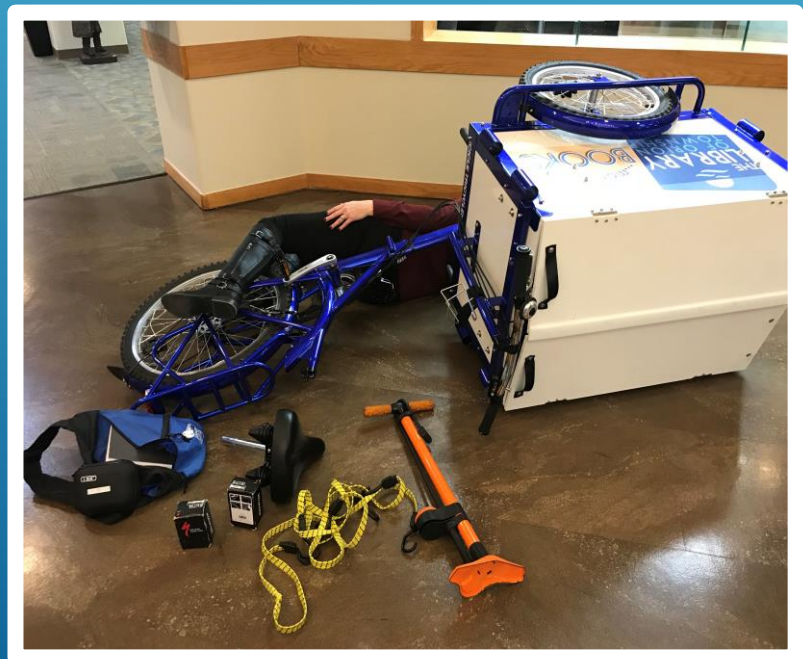
IN CASE OF EMERGENCY!
- Weather, flat tire or illness...things happen
- Call Library – staff will pick up the rider
- Lock bike up, remove valuables - arrangements made to pick up the bike

USING LEAP WITH THE OTPL BOOKBIKE

- **Training staff**
- **Using & keeping the equipment charged**
- **Selecting materials to take**

TRAINING STAFF

Trained in groups of 3
- Staff, not volunteers
- Checkout and registering a new card

Created Bookbike user in LEAP
- Easier to track stats of materials circulated and cards issued
- Not all staff are Polaris users
- Limited access to database
- Also used paper applications for new card registration, to check for accuracy
- Booklet created with screenshots of each window in LEAP
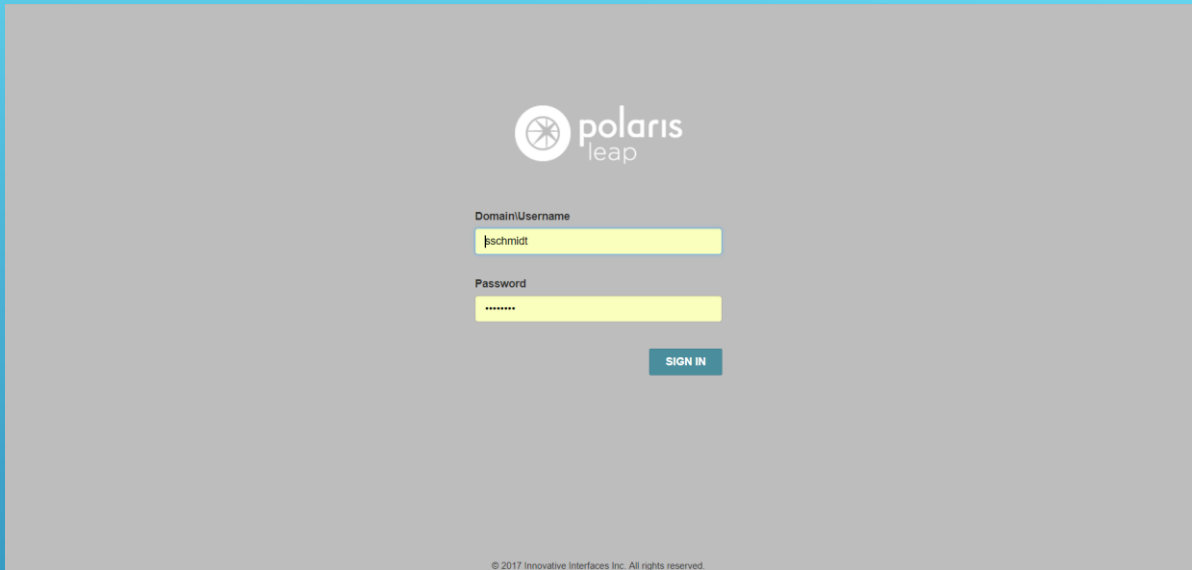
Checking out patron-must have Library card or valid Id

Scan library card or search by name in "scan or search box"

Check items out using the barcode in the find tool box

Patron requirements for a new library card

Must be 18 years old or older and provide proof of residency in Orion Township with:
Valid driver's license with current address **or**
Another piece of identification with patron's name and current address such as a:
Personal checkbook, piece of mail received within the past month (credit card, utility, or similar bill)
can also accept an emailed bill in their phone if it has billing address
Rental or Lease Agreement, Pay stub, Car registration
Patrons do not need to present a driver's license, or photo ID, if they provide proof of residency with another piece of information.

All minors, Birth to 17 years old, and their parent or legal guardian, are required to complete and sign application for a Borrower's card – parent must provide proof of residency if in library

If patron meets all requirements, continue on next page for instructions on how to register a new patron.
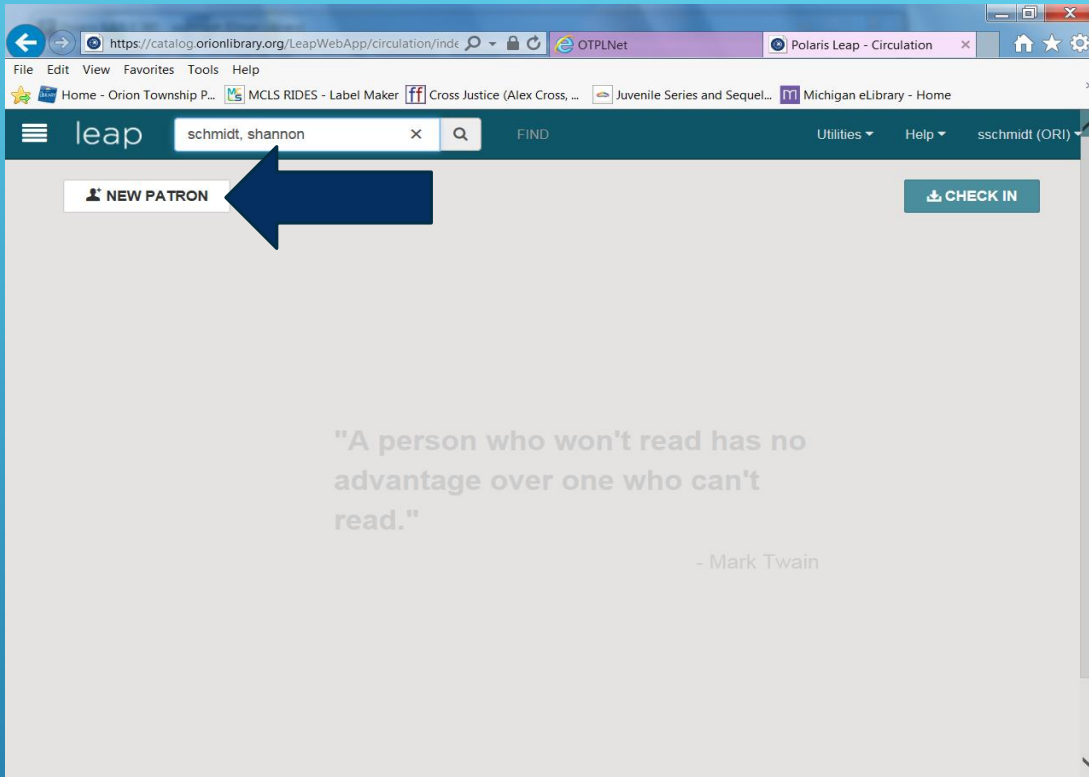
Home screen. Enter patron name in search box. If patron does not exist click on new patron button to create new patron.
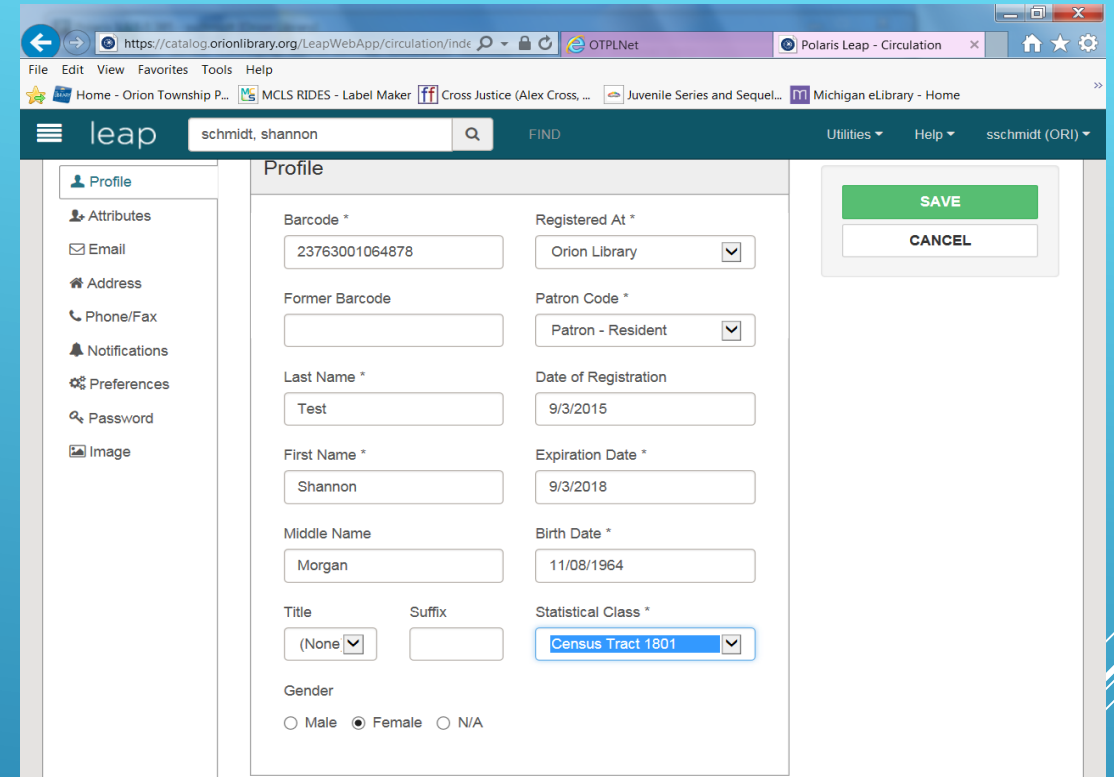
Registered At, Patron Code, Date of Registration, Expiration date, are all default. Do Not Change.
Enter—Barcode, Last Name, First Name, Middle Name, Birthdate, Gender.
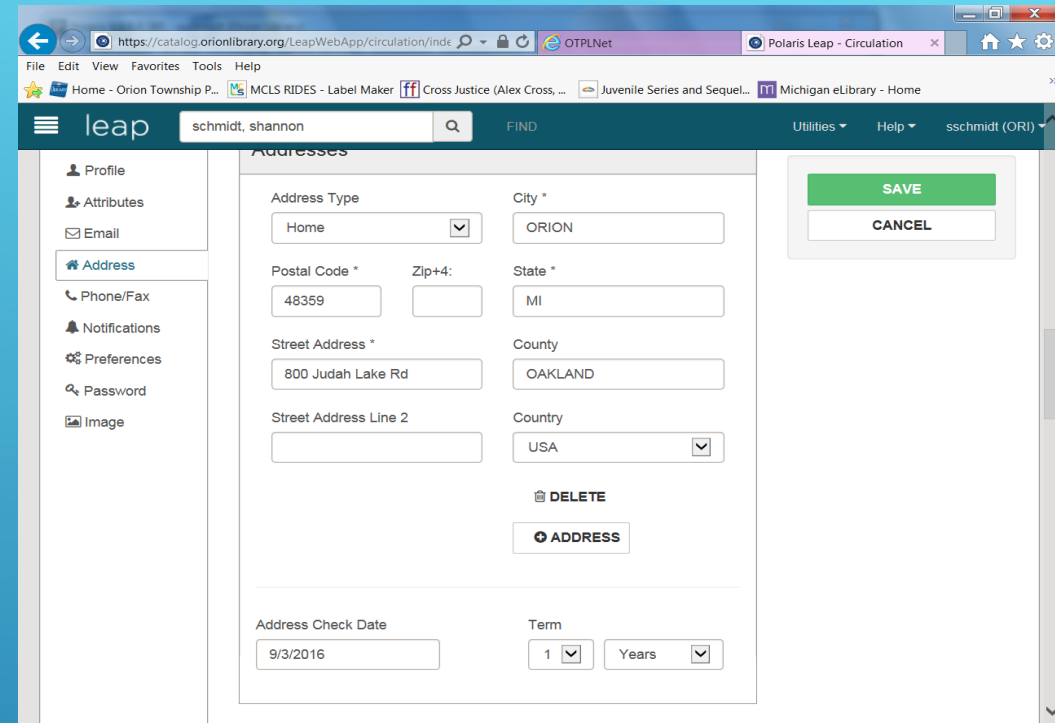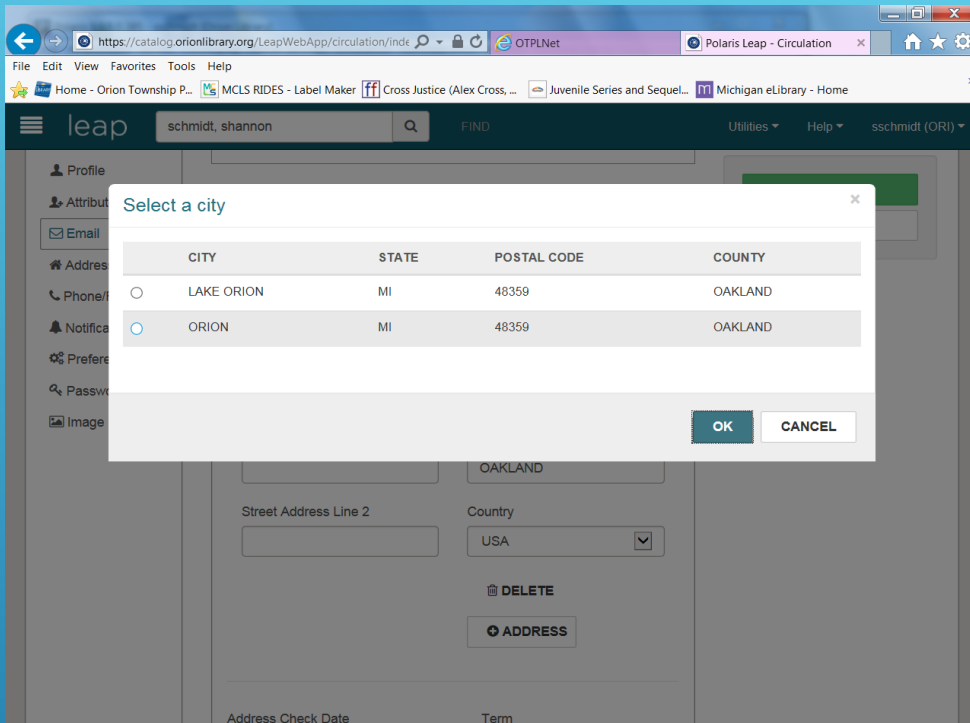
In Address section start by entering patron zip code. Pop-up box appears, if Orion, choose correct zip and city. Will automatically populate city, state, county fields.

Enter patron phone in phone 1.

Preferences-Do not fill in anything in this box.
**Password-enter the last 4 digits of patron phone number.**
Click SAVE.

Success!!!
Remember to keep a list of names and card numbers so Support Services can update Census Tract and make sure all fields are filled in correctly.
REMEMBER TO LOG OUT OF LEAP WHEN YOUR BOOK BIKE SESSION IS DONE.

USING & KEEPING THE EQUIPMENT CHARGED

- **This is where we had the most difficulty - IT Dept. to the rescue.**
- **Equipment training is important – not all staff are Tech Gurus.**
- **Keeping it charged – we have a dedicated space to keep both items.**
- **Remembering to log out of LEAP when you are finished with your ride is important.**
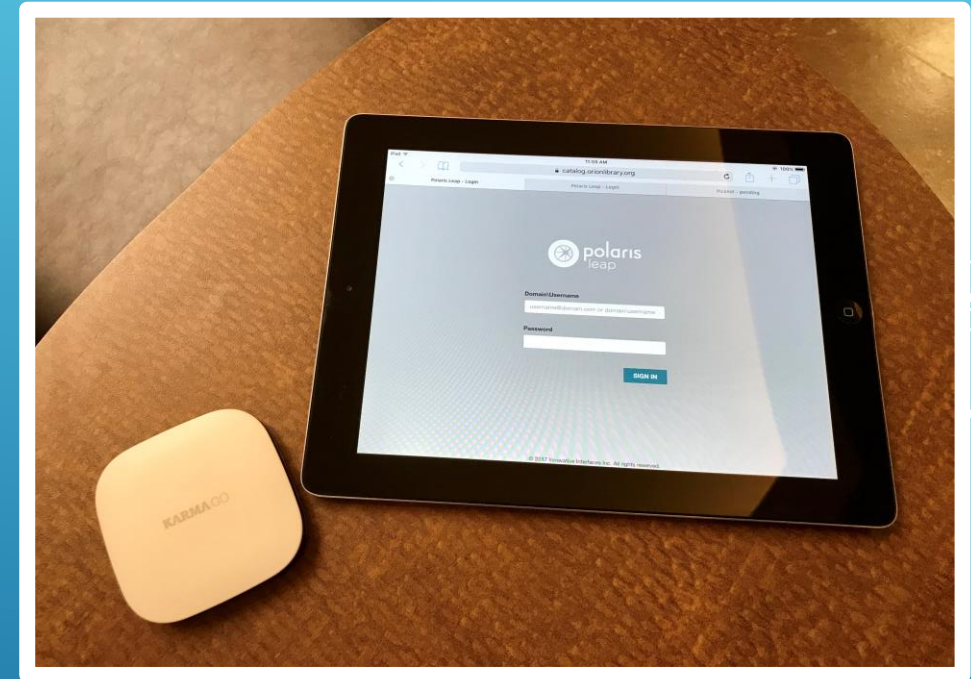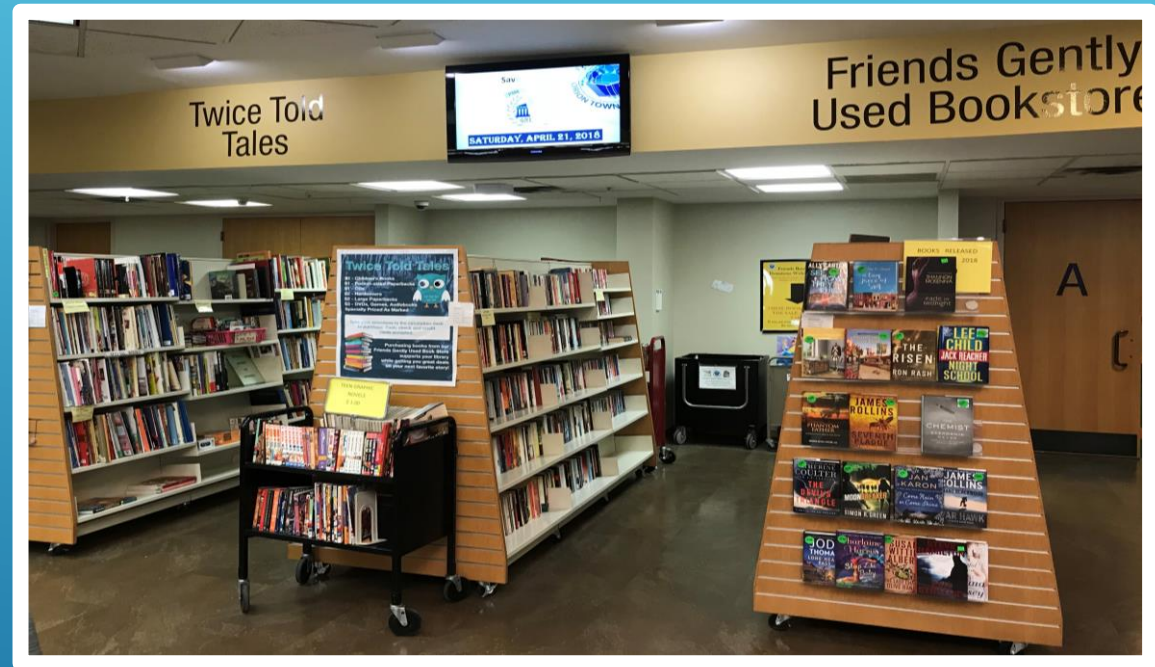
SELECTING MATERIALS FOR A SUCCESSFUL RIDE

Librarians choose items related to the event they are going to
- Flower Fair - gardening books
- Music in the Park - books related to type of music being performed
- Children's Park - picture books and board books

Librarians also select items from our Friends' book sale as giveaways – very popular!!

WHAT WE LEARNED THE FIRST YEAR

- Freebies are the BEST!!!
- Get to concerts ½ hour before start time
- Go to bus stops in the morning before school
- Get bug spray & sunscreen
- It takes longer to ride to some locations than you think
- LEAP is very user friendly – staff had an easy time learning and using
- Created a partnership with a local charity Holy Spokes
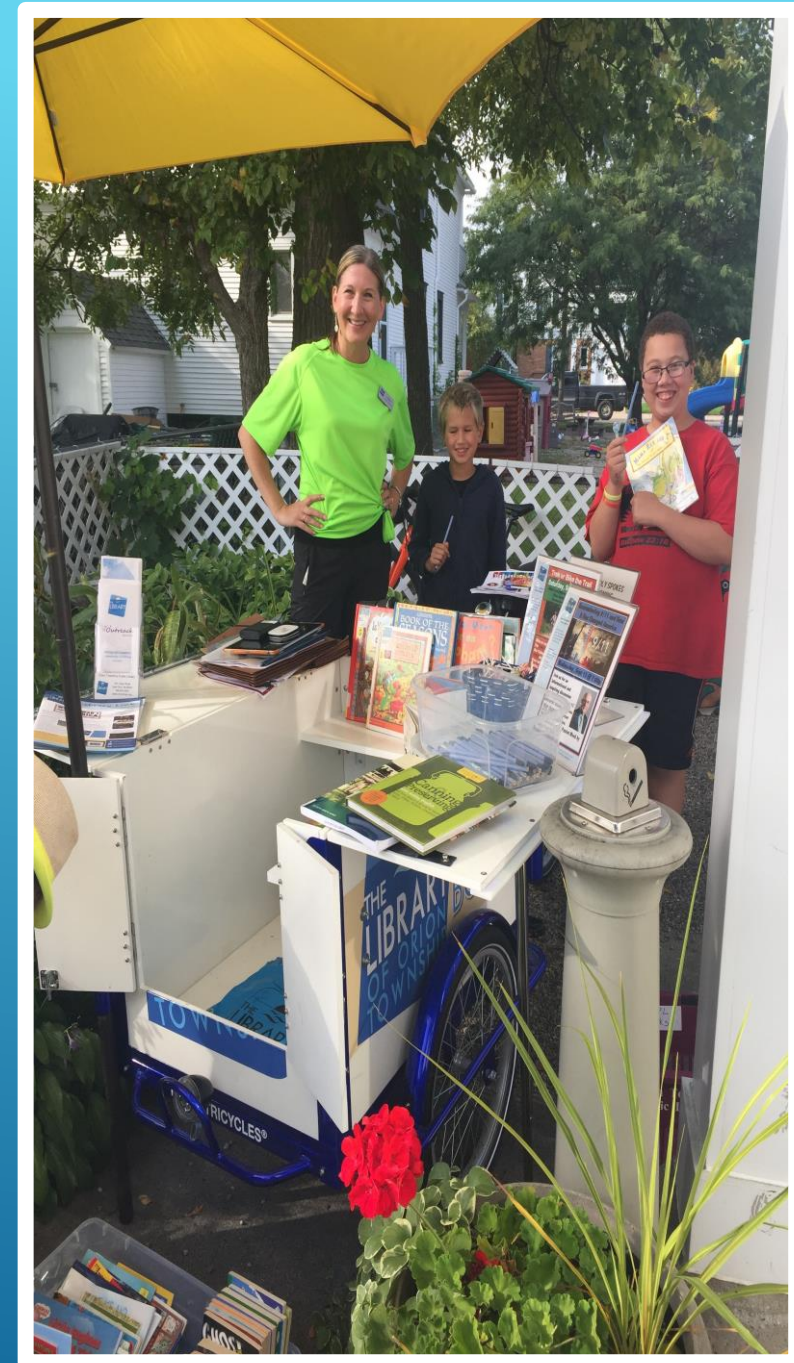
HOLY SPOKES

- **Rebuild, Recycle & Regive**

- **Performed maintenance**

- **Upgraded tires**

- **"Bike the Polly Ann Trail" event**

- **"Silent Ride" event**

OTHER WAYS WE USE LEAP AT OTPL

- **Picklist - for local holds and interloan holds**
- Searching - instead of the Pac or staff client
- Orion Center Library - circulation at our local senior center library
- Future use - at the customer service desk
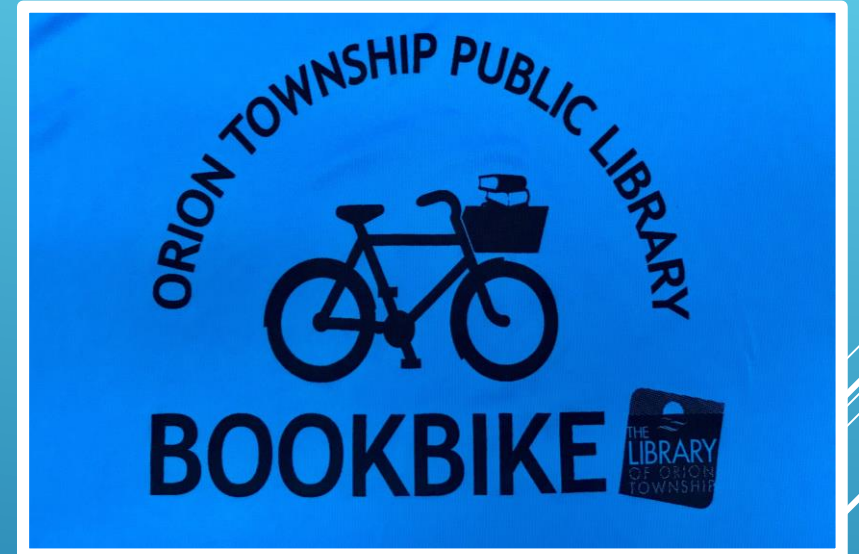
Questions???

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