Durham County Library Tech Mobile: What to Expect Guide

STEPS TO SCHEDULE A PROGRAM

1. Read and sign off on the Parking Requirements
2. Submit a date request with details on your event or program using the form available at https://durhamcountylibrary.org/techmobile at least 3 weeks prior to your event. Please keep in mind, the earlier the request is submitted, the better the chance we will be able to accommodate your event.
3. Within a few days of receipt, library staff will review the date submitted to determine staffing availability. The Tech Mobile Driver will investigate the proposed location to ensure possibility of safe setup
4. Within a week, library staff will reach out to you to confirm the date and finalize logistics of program/event
   - Arrival time for the vehicle will be mutually decided based on set up and program requirements
5. A few days prior to the program/event, library staff will confirm the date and time of arrival and all program details

DAY OF EVENT/PROGRAM

Please note that if cancellation does occur for any reason, library staff will notify you by the primary source of communication (email or phone) as soon as possible. If you need to cancel for any reason, please notify the primary library staff contact as soon as possible.

- Programming staff, vehicle driver, and Tech Mobile will arrive a minimum of 30 minutes prior to the start of the program, possibly more depending on the amount of setup required for the program (if it is more, that will be discussed prior to event when finalizing details)
- Library staff will execute the prearranged program or event
- Following the program/event, library staff will clean up and head out

AMENITIES

- Wheelchair access to the vehicle
- Pop-up tents and vehicle awning to provide shade
- AC and heat are available on the vehicle
- Power hook-up not required; Tech Mobile runs on generator power when the vehicle is parked. Generator is quiet but noticeable, especially on start-up

LIBRARY STAFF EXPECTATIONS

- Set up requires at least 30 minutes; library staff will let you know when they will arrive for set up
- Library staff will clean up after themselves
- Provide space for library staff to use the restroom as needed if event or program is over two hours
- Library staff will ensure there are no more than 20 people on the vehicle at one time