



BOIR Data Points

1. Library Information

- a. Library Name
- b. Year Started
- c. Library Website
- d. Library Telephone
- e. Library Funding Source
- f. Number of Staff
- g. Number of Branches
- h. Circulation System
- i. Annual Circulation
- j. Annual Budget
- k. Service Area
 - i. Population
 - ii. Type (urban, rural, suburban)
 - iii. Area (square miles)

2. Outreach Department Information

- a. Outreach Department Name
 - i. Formal
 - ii. Informal
- b. Year Started
- c. Budget
- d. Number of Staff
 - i. Staff Educational Requirements
- e. Operating Days/Hours
- f. Rotation Period: Weekly/Bi-Weekly/Monthly/other
- g. Annual Circulation
- h. Average Number of Public Service Hours per week
- i. Outreach Department Contact 1
 - i. Name

- ii. Address
 - iii. Telephone
 - iv. E-Mail
- j. Outreach Department Contact 2
 - i. Name
 - ii. Address
 - iii. Telephone
 - iv. E-Mail
- k. Do you offer Home Delivery?
 - i. Delivery vehicle(s) used:
 - ii. Books By Mail
 - iii. Staff
 - iv. Volunteers
 - v. Approximate number served monthly
 - vi. Length of Loan
- l. Past Outreach Services
 - i. Photos
 - ii. Historical articles, stories, promotions, etc. (hyperlinks)
- m. Best Aspect of Department

3. Outreach Vehicle Information

- a. Year Mobile Services Began
- b. Current Number of Outreach Vehicles
 - i. On-board Browsing
 - ii. Roll-off Browsing
 - iii. Personal Vehicle
- c. Materials Offered
- d. Services Offered
 - i. Lobby stops
 - ii. Homebound
 - iii. Mobile Branch
 - iv. Special Events
- e. Programs Offered
- f. Collection
 - i. Dedicated
 - ii. Shared with Main/Branches
- g. Average Number of Stops per Week
- h. Average Length of Stops
- i. Types of Stops Served
- j. Typical Number of Staff On-board
- k. Fines Collected

- I. Current Vehicle(s) Make/Model/Year/Length: (may include personal vehicles)
 - i. CDL Required
 - ii. ADA Accessible
 - iii. Number of Patron Doors
 - iv. On-board Browsing
 - v. Generator:/Power Source Information
 - vi. Type of Connectivity
 - 1. Cellular
 - 2. Satellite
 - vii. Circulation System
 - viii. On-board Technology
 - 1. WiFi
 - 2. Laptops
 - 3. Tablets
 - 4. RFID
 - 5. Bar Code Scanners
 - ix. Special Equipment
 - x. Photos
 - xi. Associated Articles, Press Releases, Promotions, etc. (hyperlinks?)
- m. Past Vehicle(s) Make/Model/Year/Length (multiple entries allowed)
 - i. Photos
 - ii. Historical articles, stories, promotions, etc. (hyperlinks?)