San Francisco Public Library

TechMobile
Description of Service

The TechMobile is San Francisco Public Library's mobile branch designed to bring basic technology training on the road. The 30-foot vehicle is a Wi-Fi hotspot equipped with laptop computers, a television screen for instruction, and a variety of gadgets that support digital learning. The TechMobile visits sites for both regular and on-going service, shorter class series, as well as special events.

Classes taught on the bus can accommodate seven students and are typically from an hour to two hours long. Some classes have multiple sessions. TechMobile classes can also be taught in your site if there is appropriate space. Whether a class is taught on the bus or on-site, parking should be available for a 30-foot vehicle.

TechMobile classes fall within the below categories *(A librarian will contact you to clarify your specific needs)*:

• Basic Computer Skills	• Mini-Makerspace	• Coding for Kids
• Social Media Basics	• Basic Electronics	• LEGO Robotics
• Internet Basics	• Intro to 3D Printing	• Library e-resources
• Basic MS Office	• Open lab (PC or Mac)	

We also provide:

- A small collection of library materials including, print books, DVDs, Music CD's, Audio books on CD, and technology focused magazines.

Loan periods for materials checked-out on the TechMobile are one month. Materials can be returned to any SFPL branch or the Main library. The TechMobile does not charge fines for overdue material, but follows SFPL policy for lost or damaged materials. The TechMobile will accept returns of SFPL library materials, but the TechMobile does not offer a request service for library materials from other branches or the Main.

Library cards are not required to participate in TechMobile classes, but they are provided on the vehicle free to California residents. Children under 12 require a parent's permission.

The TechMobile is equipped with a wheelchair lift that services an ADA compliant desk. Please note the wheelchair lift is accessible via the passenger side only.

TechMobile Site Criteria

Sites considered for TechMobile service must:

- Be located within SFPL service area (City and County of San Francisco)
- Have available legal parking for 30 foot vehicle
- Be willing to comply with San Francisco Public Library Guidelines for Library Use
- Have a responsible on-site contact to coordinate the Bookmobile program, which could include but is not limited to, assistance with program registration, on-site logistics, updates to on-site contact information, and notification of any necessary site cancellations or scheduling conflicts
- Meet other logistical considerations, such as integration into current schedule and geographic location
- Maintain a consistent and significant number of participants throughout the duration of service

Booking guidelines:

- Applicants shall make requests for the TechMobile on an application form provided by the Library.
- Three months lead time is highly recommended to assure booking availability.
- Once parking, program, and a schedule are finalized applicants sign a Memorandum of Understanding for TechMobile services.
- Reservations are limited to a maximum of 12 events per calendar year and are subject to availability.

Priority for sites will be based on the following:

- First priority shall be granted to Library-sponsored events. In prioritized order these include:
  1) Library staff-generated events.
  2) Events jointly sponsored by the Library and its affiliate groups (e.g. Friends of the San Francisco Public Library)
  3) Events jointly sponsored by the library and other city depts. & community based organizations.
- Second priority will be given to events held by other city government agencies.
- Third priority will be given to community-based organizations, non-profits, and other social service agencies.

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