

# Getting Started Guide

## Hosting the Local Motion Traveling E-bike Lending Library

### What your location needs:

-  **Host Organization**  
This is usually an Energy Committee, a Town, a Public Library, etc... which will be the organization partnering with Local Motion to bring this program to your community
-  **Host site**  
Physical location available for at least 4 weeks to host the bikes overnight, to charge the bikes, and for borrower pick-up/drop-off - must have liability insurance and secure indoor bike storage
-  **Primary point of contact person**  
A primary communication person for borrowers to schedule pick-up/drop-off times, to facilitate the pick-up/drop-off, answer borrower questions before the visit, and for borrowers to contact with any issues during the loan period

### What Local Motion provides:



- A fleet of 2-3 e-bikes to be used for loans and demos in the community. Local Motion will provide an electronic copy of a Basic User Guide for each e-bike, as well as training for the host
- Local Motion will create the schedule and waitlist for each host location
- Local Motion will provide liability waivers, checklists, and other necessary documents to the host site / organization in an electronic form
- Local Motion will provide support as needed to the host throughout the loan period

### What Local Motion needs from the host location:

-  **Names and contact information of people who will be handling pick-ups/drop-offs at each host location.**  
*One point-person to have their name and contact info listed in the confirmation email sent to borrowers*
-  **Street address of the host site**
-  **When the host would like to have the lending library**
-  **A clear idea of how the host location wants the lending schedule set up (Ex: Thurs-Tues every week vs Mon-Wed and Fri-Sun)**
-  **Demo Day(s)**  
*Demo days are highly encouraged, as they are a good way to reach more people, but are optional as they take more coordination from the host. Tying them to an already established local event works well*

Please contact **Jessica Poulin at Local Motion** to review bike operation and answer questions Email: [jessica@localmotion.org](mailto:jessica@localmotion.org)

