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