

Lied Public Library Policy**Section: Access, Services, and Programs****Subject: Homebound Delivery Service****Board****Approved: 12/18****Reviewed:****Revised:**

Homebound Delivery Service Policy and Agreement

- The Library seeks to provide library materials and services to those residents/patrons living within the city limits of Clarinda, Iowa and are unable to come to the library. Acceptance into this program will be based on the conditions of the situation and the availability of library resources.

ELIGIBILITY

- Patrons/residents must meet one of the following criteria to qualify for this service:
 - A permanent physical condition/handicap (physical handicap, long-term illness, etc.) that prohibits a person from safely visiting the library. *A doctor's certificate may be required:*
 - A temporary health situation (major illness/injury, medical leave due to surgery, etc.) that prohibits a person from safely visiting the library. Service will be provided until the recovery is complete. *A doctor's certificate may be required:*
 - Resident of a long or short-term care or assisted living facility. *Proof of residency may be required; or*
 - Any other temporary health situation or other permanent health situation that would make a person unable to safely visit the library.
- Applicants must be patrons of the library and hold a library card in good standing.
- A library card application is available upon request. The applicant can fill out and return the application by mail.
- Patrons/residents must fill out a Homebound Deliver Service Patron Release Form/Application.
- Most materials that are available to walk-in patrons are available to homebound patrons.
- Materials will be delivered if no family member is available to deliver, pick up, and/or return library materials.
- Deliveries/pick-ups are provided free of charge.
- Library volunteers will visit the residents on a set schedule to deliver, pick up, and/or return library materials.
- Materials may be renewed by contacting the library in advance or accessing patron's own on-line account.
- If the patron wishes to have another person deliver, pick up, and/or return library materials, arrangements need to be made with library staff and indicate contact on Homebound form.
- Library volunteers and/or staff will make library selections based on patron/resident preferences indicated on the Homebound Deliver Service Patron Release Form/Application.
- As this is a service performed by volunteers, it is subject to the availability of volunteers and may be discontinued at any time.

Lied Public Library Policy**Section: Access, Services, and Programs****Subject: Homebound Delivery Service****Board****Approved: 12/18****Reviewed:****Revised:**

- ❖ Those participating in this service agree to hold harmless and release the Lied Public Library and City of Clarinda, its staff, officers, agents, volunteers, and employees from any loss, liability, claim, suit, or judgment that may arise out of or in conjunction with the Lied Public Library Homebound Delivery Service.
- ❖ Those participating in this service agree to allow library staff and volunteers to select materials for them and check them out on their account and that the library will arrange to have the material delivered, picked up, and returned on a scheduled basis.
- ❖ Those participating in this program understand that the volunteer making deliveries, picking up, and/or returning library materials will be only available for scheduled visits to deliver library materials. They will not and cannot provide assistance with activities or daily living and/or advice on financial and/or personal matters.
- ❖ Those participating in this program understand that Library Staff supervise the program and any problems or conflicts with the service or volunteers are to be reported to library staff. Those in this program also agree that they may become ineligible for this program if they do not abide by the guidelines set forth. Furthermore, participants understand the service maybe discontinued at any time at the discretion of the library.

PROCEDURE

- Applicant must have or obtain a library card.
- Complete and submit the “Homebound Delivery Service/Patron Release Form/Application”.
- Homebound Service volunteers hold the sole responsibility for the delivery, pick up, and/or return of Library materials. Staff may or may not be able to provide this service if volunteers cannot.
- Volunteers or Library staff will assemble library materials based on interests and/or special requests as noted in the “Homebound Delivery Service” form.
- Materials are checked out on the patron’s library card.
- Materials are delivered and picked up as scheduled, unless other arrangements have been made with the library ahead of time.
- Overdue fines are not charged to homebound patrons, but patrons are expected to have materials available for pickup and return in a timely fashion.
- Homebound patrons are responsible for fees associated with lost or damaged items.

Homebound Delivery Service

Lied Public Library Policy
Section: Access, Services, and Programs
Subject: Homebound Delivery Service

Board
Approved: 12/18
Reviewed:
Revised:

Patron Release Form/Application

Name: _____

Address: _____ **e-mail:** _____

_____ **telephone no.** _____

City: _____ **State:** _____ **Zip:** _____

Signature _____ **Date:** _____

By signing, you Agree to all Conditions of the Homebound Delivery Service Policy and Agreement

Emergency Contact and/or delivery/pick up/return Person:

Name: _____

Relationship: _____ **e-mail:** _____

Telephone no. _____

Authorized to get information about account: Yes: _____ No: _____

I have a library card.

Name: _____ **Patron library card no.:** _____

I need to be contacted about getting a library card.

Current situation: **Temporary** **Permanent**

I am: **Homebound** **Assisted Living/Care facility**

Facility Name _____

Delivery Address: _____

Reading Genre/Preference:

Lied Public Library Policy

Section: Access, Services, and Programs

Subject: Homebound Delivery Service

Board

Approved: 12/18

Reviewed:

Revised:

1. Fiction?

Please check your preferences:

- Best Sellers
- Christian/Amish
- Classics
- Fantasy
- Historical
- Mysteries
- Romance
- Science Fiction
- War/Military
- Western
- Young Adult
- Other _____
- Other _____

Nonfiction?

- Adventure
- Animals
- Arts
- Auto
- Arts
- Biography
- Business
- Cooking
- Crafts
- Entertainment
- Fashion
- Health & fitness
- History
- Home and garden
- Humor
- Iowa
- News
- Poetry
- Political Science
- Religion
- Self-help
- Science & nature
- Sports
- Travel
- Women's
- Other _____
- Other _____
- Other _____

2. Who are some of your favorite authors?

3. What are some titles of books or movies you have enjoyed reading/watching?

4. Please check your preferences and format:

Books: Hardcover Paperback Large Print

Audio Books: CD

DVD:

Magazines:

Please Return to:

Questions: Call 712-542-2416

Lied Public Library
100 E Garfield St
Clarinda, Iowa 51632

All information will be kept confidential.