

# HOMEBOUND LIBRARY DELIVERY POLICY

## Patron Eligibility

To qualify for this free service, the homebound patron must live in either the Village of Somerset or the surrounding towns of Somerset, St. Joseph and Star Prairie. Once residency is determined, the patron will be issued a library card. The library card will be kept at the library. If patron already has a card, it will be renewed. If card has previous fees, depending on circumstances, the library reserves the right to collect fees before service begins.

To be eligible to receive items for home delivery, the patron must be the following; 1.) Confined to their home due to prolonged illness, extended convalescences, or advanced age and have no household member available to get to the library for items. 2.) Have a temporary or permanent physical or mental disability that prevents them from coming into the library.

## Delivery Schedule

Materials will be delivered approximately once a month, between the hours of 10 a.m. to 2 p.m. These deliveries will be made to the front door. Our volunteers should not be asked into the homes. Volunteers have the right to refuse delivering items if they feel unsafe or uncomfortable upon the time of arriving at the patron's house.

The volunteer will drop off the items chosen by the homebound patron and will pick up the items that are due back at the library. If items need an extension of time, please call the library at (715) 247-5228 and speak to library staff.

## Fines and Fees

There is no fee for homebound delivery. There will be no late fees or fines on materials checked out through this program. Unfortunately, if items are damaged or lost this may incur fees and a discontinuation of service.

## Materials Available

Any circulating item may be borrowed by our homebound patrons. These items include books, books in large print, audiobooks, music CD's, children's materials, movies and magazines. If a material desired is not owned by the Somerset Public Library it can be requested by contacting library staff at (715) 247-5228 or logging into the MORE system with their library card. Each delivery will be limited to 25 items.

# HOME DELIVERY APPLICATION

## Participant

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Health Care Facility: \_\_\_\_\_

## Person to contact in case you cannot be reached

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Authorized to get information about your account? (Initial) Yes \_\_\_\_\_ No \_\_\_\_\_

## Library Card Information

\_\_\_\_ I have a library card. My number is: \_\_\_\_\_

I don't have a library card. Please contact me about setting up a card.

## Responsibilities of Program Participant

- I understand that I am responsible for payment for lost or damaged items
- Someone will accept my materials upon delivery if I am not able to, they will not be left out of doors/exposed.
- I will notify the library of any change of address
- I declare that I am unable to get to the library at this time to make my own selections

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Homebound Customer

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_

Health Care Facility Activity Director , if applicable

# READING PREFERENCES

My three favorite authors are:

My three favorite books are:

Three books that have I read and have *not* enjoyed are:

Reading Interests (check all that apply)

Romance

Biographies

Mystery

Philosophy

Science Fiction

Religion

Westerns

Self Help

Classic Literature

History

Inspirational

Fine Arts

Poetry

Travel

Short Stories

Humor

Other \_\_\_\_\_

Formats/Types of Materials (check all that apply)

\_\_\_ Large Print Books \_\_\_ Regular Print Books

\_\_\_ DVDs \_\_\_ Audiobook CD's \_\_\_ Magazines \_\_\_ Music CD's

Pet Peeves

Sexual Themes

Death

Explicit Sexual  
Content

Religion

Rough Language

Violence

Any Other Notes/Comments/Suggestions?