**Homebound Delivery Service Policy**

The Homebound Library Delivery Service at the Milledgeville Public Library (MPL) provides library services to individuals who are residents within Wysox Township boundaries and are unable to physically come into the library. “Homebound” is defined as being generally confined to one’s residence either temporarily due to illness or accident, or permanently due to disability, age, or other mobility issues. In most circumstances, if a patron drives, he/she would not be considered homebound. This service is open to all ages.

Homebound services are provided at no cost to the patron. Patrons must be a resident of the Milledgeville Public Library District and have a current library card. If the patron does not have a library card, an application for a card can be filled out during the first homebound visit.

Patrons can apply by calling or emailing the library. Once the patron has applied, a staff member will contact the applicant (likely with a home visit) to explain how to request books and other materials, as well as help with suggestions based off the application. A schedule of delivery will be set up, depending on the individual’s needs, and on the availability of drivers.

Item limits will be the same as for all other patrons. Materials will be delivered to and picked up from each participant’s residence by library staff or volunteers. Participants will be charged the replacement cost for materials that are lost and/or damaged while in their care.

Patrons requesting homebound services must provide a safe and appropriate environment for staff members or volunteers who make deliveries to their residences, and patrons must protect all library materials while in their custody. Staff or volunteers will not provide assistance with activities of daily living or advice on financial or personal matters.

Staff or volunteers may choose not to enter a home, leave a home immediately, and/or recommend suspension of homebound service if any of the following conditions exist:

1. Any person in the home presents threatening, obscene, or abusive language, gestures, or images.
2. Any person in the home harasses the library representative.
3. Any person in the home is engaging in illegal activity at the time of service.
4. Any person in the home exhibits signs of illness that may endanger the health of the library representative.
5. The conditions of the home and/or property are unsafe or unsanitary.

MPL has the right to terminate this service to any individual who does not meet the terms and requirements as defined above.

**Milledgeville Public Library Homebound Application**

Name**:** \_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone/Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Authorized to get information about your account? (initial) \_\_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_\_\_No

Library card number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that I am responsible for all materials delivered to me through the homebound program.

Signature of participant Date

Frequency of delivery:

\_\_\_\_\_ Weekly \_\_\_\_\_ Every two weeks \_\_\_\_\_ Every three weeks

Types of materials requested:

(Please circle all that apply.)

Large print books Regular print books I prefer paperbacks

DVDs Books on CD

Reader’s Profile

**I Like…**

\_\_\_\_\_ General fiction \_\_\_\_\_ Happy/Light/Uplifting

\_\_\_\_\_ Mysteries \_\_\_\_\_ Dark/Ironic

\_\_\_\_\_ Fantasy \_\_\_\_\_ Funny

\_\_\_\_\_ Historical Fiction \_\_\_\_\_ Serious

\_\_\_\_\_ Romance \_\_\_\_\_ Safe/Relaxing

\_\_\_\_\_ Thrillers \_\_\_\_\_ Suspenseful/Tense

\_\_\_\_\_ Action/Adventure \_\_\_\_\_ Just a few characters

\_\_\_\_\_ Horror \_\_\_\_\_ Many characters

\_\_\_\_\_ Christian fiction \_\_\_\_\_ Quirky characters

\_\_\_\_\_ Science fiction \_\_\_\_\_ Clever dialogue

\_\_\_\_\_ Westerns \_\_\_\_\_ Humorous situations/Events

\_\_\_\_\_ Non-fiction \_\_\_\_\_ Dark humor/Irony

\_\_\_\_\_ Biographies

\_\_\_\_\_ History non-fiction

Are there any specific time periods or areas about which you particularly want to read? (For example, California or the Wild West or Victorian England)

Please let us know if you have favorite books or authors. This can help us while selecting new titles for you to read.

**I do NOT like…**

\_\_\_\_\_ Sexual themes/scenes

\_\_\_\_\_ Rough/obscene language

\_\_\_\_\_ War

\_\_\_\_\_ Violence

\_\_\_\_\_ Death

\_\_\_\_\_ Disease

\_\_\_\_\_ Religion

\_\_\_\_\_ Addiction

\_\_\_\_\_ Crime portrayed sympathetically

\_\_\_\_\_ Dark or cynical humor

Is there anything else we should take into account while selecting books for you?

27 April 2017

Dear Pastor,

I wanted to let you know that Milledgeville Public Library has launched a new service which makes library materials available to Wysox Township residents who are unable to visit our physical library location due to illness, disability or age. Homebound library service program participants can borrow books, DVDs, and books on CD. All items will be delivered to their homes by a library employee or a volunteer.

At this time, as we are starting this program, we are restricting participation to those who live in Milledgeville itself. We hope to be able to expand to the boundaries of Wysox township at a later date.

To qualify for our program, an individual must have a valid library card and live within the Wysox Township boundaries. If the person does not currently have a card, we will bring a card application with us and issue them a card at the first (informational) home visit. I have included a copy of our basic application which you are free to copy and distribute to homebound patrons as needed.

If you have members who would be interested in this program, they can call the library at 815-225-7572 or send us an email at [milledgevillelibrary@yahoo.com](mailto:milledgevillelibrary@yahoo.com).

Thanks so much for your assistance in helping us reach out to your homebound members!

Sincerely,

Jennifer Garden

Library Director

Milledgeville Public Library