



Avon-Washington Twp. Public Library

Homebound Services Policy & Procedure

Policy:

The Avon-Washington Township Public Library will provide home delivery of books, DVDs, videos, and audiobooks, both cassette and CD, to patrons who are either permanently or temporarily homebound.

- Items will be charged out for the regular loan period, 7 days for DVDs and 21 days for all other media.
- Pick up and delivery will occur as need arises.
No overdue fines will be charged to homebound patrons.

Procedure:

1. A patron wishing to receive home-delivery of items will call the Library and speak with the Homebound Services librarian, who will complete a registration form that includes a listing of authors, genres, and formats the patron prefers.
2. During the first visit, the patron will be asked to sign a form giving the librarian permission to check out items using the patron's card.
3. The librarian in charge of the program will select items for each homebound patron, based on the interests they have expressed on their registration form.
4. The items will be delivered, and picked up, in a timely fashion.

Avon-Washington Township Public Library

498 North State Road 267

Avon, IN 46123

Application for Homebound Services

Name: _____ Date: _____

Street Address: _____ City & Zip: _____

Reason for needing homebound services: _____

Preferences:

Format:

Regular Print Book _____ Large Print Book _____ Audio Cassette _____ Audio CD _____
Video _____ DVD _____

Nonfiction:

Biography _____ History _____ Religion _____ Other _____

Fiction:

General Fiction _____ Fantasy _____ Science Fiction _____ Western _____ Mystery _____
Romance _____ Other _____

Favorite Authors: _____

Interesting Subjects: _____

Notes: _____

Permission to Check Out Items on Patron's Library Card

In order to participate in the Library's Homebound Services Program, I grant the Library staff permission to check out items on my personal account. I understand that this will be done only by the librarian in charge of Homebound Services and only for items being brought to me. I also understand that this list of items I've checked out will be kept in strictest confidence and will only become public if the Library receives a Court Order demanding its release. Further, I understand that the Library retains the right to refuse services at any time.

Signed: _____ Date: _____

Revised 12/21/09