

# LE MARS PUBLIC LIBRARY

## Homebound Delivery Policy



### **Purpose**

The Le Mars Public Library is committed to providing library materials and information to all residents of its service area. Free delivery of library materials to residents who are unable to visit the library due to long-term illness or other disability is a part of that commitment. Senior citizens who are unable to drive may also qualify for Homebound Service.

The Library, or volunteer designee, will provide delivery service on monthly basis.

### **Eligibility**

Any person residing within the city limits of Le Mars who is unable to come to the library because of limited mobility or illness is eligible for homebound delivery. In most circumstances, if a resident drives, he/she would not be considered homebound. Eligibility is also dependent on a valid library card in good standing.

### **ITEMS AVAILABLE**

All books, regular print, Large Print and Non Fiction, magazines, music CDs and audios may be borrowed through homebound delivery. DVD's maybe be limited based on demand.

### **SERVICES**

Participants may borrow up to 20 items per delivery, with normal limits for DVDs, etc.

Materials will be loaned for approximately one month to accommodate the delivery schedule. One renewal will be allowed for items not on hold for someone else.

Homebound patrons will not be charged overdue fines, but will be billed for any lost or damaged items.

Staff will select materials by using the information supplied on the Homebound Service Application or requests made by telephone. Special request titles not available at the time of the request will be placed on reserve and delivered on the next scheduled delivery day when they become available.

Materials will be delivered to and picked up from each participant's home. Materials should be ready for pickup by the delivery service on the due date.

There is one delivery/pickup day for any individual per month.



**APPLICANT INFORMATION**

Patron Name			
Street Address			Apartment/Unit #
Phone		E-mail Address	
Library Card #			

**EMERGENCY CONTACT PERSON**

Name			
Phone		E-mail Address	
Relationship	Authorized to access account information?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**MATERIALS REQUESTED (CHECK ALL THAT APPLY)**

Regular Print <input type="checkbox"/>	Large Print <input type="checkbox"/>	Audiobook CD's <input type="checkbox"/>	Magazines <input type="checkbox"/>	Music CD's <input type="checkbox"/>
Are you able to read books in standard print form?			Yes <input type="checkbox"/>	No <input type="checkbox"/>

**PREFERENCES**

FICTION	NON-FICTION	MAGAZINES	MUSIC CD'S
<input type="checkbox"/> Christian	<input type="checkbox"/> Biography	<input type="checkbox"/> Auto	<input type="checkbox"/> Blues
<input type="checkbox"/> Classics	<input type="checkbox"/> Cooking	<input type="checkbox"/> Business	<input type="checkbox"/> Christmas
<input type="checkbox"/> Fantasy	<input type="checkbox"/> Crafts	<input type="checkbox"/> Entertainment	<input type="checkbox"/> Christian
<input type="checkbox"/> Historical	<input type="checkbox"/> History	<input type="checkbox"/> Fashion	<input type="checkbox"/> Classical
<input type="checkbox"/> Mystery & Detective	<input type="checkbox"/> Humor	<input type="checkbox"/> Health & Fitness	<input type="checkbox"/> Country
<input type="checkbox"/> Romance	<input type="checkbox"/> Nature	<input type="checkbox"/> Home & Garden	<input type="checkbox"/> Easy Listening
<input type="checkbox"/> Science Fiction	<input type="checkbox"/> Poetry	<input type="checkbox"/> Iowa	<input type="checkbox"/> Jazz
<input type="checkbox"/> Thrillers	<input type="checkbox"/> Political Science	<input type="checkbox"/> News	<input type="checkbox"/> Pop
<input type="checkbox"/> War/Military	<input type="checkbox"/> Religion	<input type="checkbox"/> Science & Nature	<input type="checkbox"/> Rock
<input type="checkbox"/> Westerns	<input type="checkbox"/> Self-help	<input type="checkbox"/> Women's	<input type="checkbox"/> Soundtracks
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other	

If you're interested in specific categories, write in next to topic, for example:  
 Historical – WWI     Crafts – Knitting     Home - Better H & G     Jazz – Miles Davis

How many items would you like every month? Up to 20 items per delivery. Enter number desired below.  
 FICTION     NON-FICTION     MAGAZINES     MUSIC CD'S

I meet the definition of homebound:  
 Residents are considered homebound if they are unable to visit the library due to a short/long term illness, disability, or non-driver status.

Signature	Date
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