

## Homebound Service

### **Eligibility**

Homebound delivery service (the selection and weekly delivery of library materials) is available for residents of the Village of New Glarus with a valid library card who are not able to come to the library. "Homebound" is defined as being generally confined to the residence either temporarily, (due to illness, accident or condition), or permanently, (due to age, disability or other mobility problems). Participants must complete an application, which is available on our website or by calling the library for help completing it over the phone. Staff members will also help assist participants in obtaining a library card if they do not already have one.

### **Delivery Schedule/Loan Period**

Materials will be delivered based on the schedule of our volunteers. At the time new materials are delivered, the items from the previous delivery will be retrieved and returned to the library. Renewals and requests for specific materials must be handled directly with the library staff, not via the delivery volunteer. It is the patron's responsibility to keep track of renewals as well as which items are currently checked out to said patron. Delivery volunteers are unable to assist with other errands, household chores, etc.

### **Fines/Fees**

Homebound delivery is free. Items may not be kept for longer than the circulation policy allows. The library's standard fee schedule applies to damaged or lost items, however there are no fines for late items.

### **Materials Available for Homebound Delivery**

DVDs and CDs cannot be borrowed due to high demand and short loan period. All other formats of materials are eligible for homebound delivery, but items in high demand may be excluded.

**All items available in LinkCat will be available for patrons to request to have delivered**, but requests for purchase will be considered for items that the library does not own. *Each delivery will be limited to one bag of materials.*

The Library has the right to restrict the format and any titles requested based on availability and to terminate this service to any individual who does not meet the requirements as defined above.

***Amended and approved by the Library Board  
Adopted***

***September 4, 2019  
January 2016***