

## *Policy on Homebound Delivery*

Adopted October 2011    Revised December 2018

Homebound delivery service is the selection and regular, scheduled delivery of library materials by volunteers. Patrons may receive up to ten items per delivery, but limits may be adjusted on a case-by-case basis as approved by staff. Selections will be made according to the preferences of the homebound library user. Eligibility will be established when staff conducts a phone interview with the interested patron. Should the patron not have a library card, staff will assist the patron in obtaining one. The volunteer assigned will be available only to discuss reading selections and delivery during scheduled visits. They will not provide assistance with activities of daily living or advice on financial or personal matters.

Patrons who participate in the homebound delivery service must agree to allow the library to maintain a reading history log for the sole purpose of avoiding duplication of materials and circulation. The reading history log will only be used for internal purposes and will not be shared publicly.

To qualify for the delivery service, patrons must reside in the city of Monroe, Pleasant View Nursing Home, or other select nearby locations approved by staff. Patrons must have a valid library card, and meet the definition of homebound as established by the library. This definition is as follows:

Patrons are to be considered homebound if they have a condition (due to illness or injury) that restricts their ability to leave their place of residence, except with the aid of a supportive device such as crutches, canes, wheelchairs, and walkers, the use of special transportation, or the assistance of another person. In most circumstances, if a resident drives, he/she would not be considered homebound.

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