

HOMEBOUND/NURSING HOME LIBRARY SERVICE POLICY

□ HOMEBOUND/NURSING HOME SERVICE MISSION

The Bloomington Public Library is dedicated to providing library materials to all of its residents regardless of their physical abilities and limitations.

□ PURPOSE OF THE POLICY

The purpose of this homebound/nursing home service policy is to ensure consistency of service to the community.

□ GUIDELINES

- Bloomington residents who are permanently or temporarily disabled are entitled to monthly delivery of library materials. Residents recovering from surgery or limited by illness are eligible. All Bloomington nursing home residents are eligible. The delivery service is also available to Bloomington residents who are unable to come to the library because of health or transportation reasons. Patrons wishing to participate in the homebound/nursing home service must agree to the terms of this service.
- The delivery service is free.
- Requests for service are forwarded to the Homebound Librarian/Assistant who determines the patron's qualifications and material needs.
- Patrons who qualify for homebound/nursing home delivery service will be issued a Bloomington Library card number. This library card number/account is only for library staff use until patrons stop delivery services or no longer qualify. Patrons issued a homebound/nursing home library card may not use the library directly to check out

materials, materials can only be checked out by homebound librarian/assistant for delivery.

- Patrons may request specific materials from the Library's circulating collection, or the Homebound Librarian/Assistant will select appropriate materials for the patron based on an interest survey. Homebound/nursing home patrons can receive new materials on a limited basis. Interlibrary loan items are restricted to those available in the SWAN catalog.
- Library materials are checked out for four weeks. Renewals, if possible, are allowed.
- For homebound patrons only, calls will be made to the resident by the Homebound Librarian/Assistant prior to the scheduled delivery date to remind them about the delivery date and time. Nursing home Activity Directors are notified/reminded of scheduled visits to facilities.
- Delivery will occur monthly.
- Patrons are not charged overdue fees for the materials.
- Patrons are responsible for lost and damaged materials. Delivery may be suspended until payment is received.
- The Homebound/Nursing Home Librarian/Assistant must be notified if the eligible patron relocates outside of Bloomingdale.
- Termination/Suspension of service will occur under the following conditions:
 - After repeated experiences of lost or damaged materials.
 - Deliveries may also be terminated due to misuse of the service at the discretion of the Homebound/Nursing Home Librarian.
 - Service will be terminated upon the death or facility discharge of the eligible patron.

The Board of Library Trustees of the Bloomingdale Public Library will review the homebound/nursing home library service policy periodically, and reserves the right to amend it at any time.

Approved by the

Board of Library Trustees