

## HOMEBOUND PROCEDURES

### □ GUIDELINES

- Bloomingdale residents who are permanently or temporarily disabled are entitled to monthly delivery of library materials. All Bloomingdale nursing home residents are eligible. The delivery service is also available to Bloomingdale residents who are unable to come to the library because of health or transportation reasons.
- The delivery service is free.
- Patron requests for services are forwarded to the Homebound Librarian/Assistant who determines the patron's qualifications and material needs.
- Patrons may request specific materials from the library's circulating collection, or the Homebound Librarian will select appropriate materials for the patron based on an interest survey.
- Patrons must have a valid Bloomingdale Public Library card, or reside within the Village of Bloomingdale boundaries. The Homebound Librarian/Assistant has applications for nursing home residents and will keep their Bloomindale Public Library card on file.
- Library materials are checked out for four weeks. Some library collections may not be available to homebound patrons. Interlibrary loan items are subject to due dates set by the lending library. Renewals, if possible, are allowed.
- Patrons are not charged overdue fees for the materials.
- Patrons are responsible and will be charged for lost and damaged materials.
- The homebound librarian arranges delivery and pick up times with the individual patron/facility.
- All deliveries are typically scheduled for the same day and week of each month.