

Homebound Delivery Services

The Homebound Delivery Service seeks to provide library materials to Comstock Township Residents who are unable to visit the library according to the criteria below. Homebound delivery includes the selection of materials by library staff and delivery of those materials by library employees.

- *Residents 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, the assistance of another person or if leaving home is medically contraindicated. In most circumstances, if a resident drives, he/she would not be considered homebound.*

PROCEDURES

- The patron must initially register for homebound service by calling the Information Services Librarian and confirm that they qualify for the service.
- If the patron does not have a valid card, an application will be filled out by phone and the librarian will bring the card application and the homebound service application with them for the patron's signature on the first delivery date.
- The patron must be in good standing to qualify for this service. Any prior fees must be paid by mail prior to the delivery.
- Patrons will call the Reference Desk when they would like to arrange for delivery. Material requests may be made by specific author, title or genre.
- The Librarian will fill out a Homebound Delivery request over the phone. Materials that can be borrowed are books, audiobooks and older DVDs.
- Materials will be checked out to the homebound patron for the standard format circulation period.
- Patrons who participate in the Homebound Program 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 publically.
- No more than five (5) reading materials and five (5) media items may be borrowed at one time via homebound delivery service.
- A Librarian will contact the patron to arrange for delivery and return of the borrowed materials. Deliveries are made on a scheduled basis.
- The Library retains the right to assess fines and/or discontinue service if borrowed items are

damaged and/or not returned in the same condition as they were delivered.

- Overdue fines may be imposed for materials not returned at the time of a scheduled pick up with the Library staff member. Payment of fines must be made by mail prior to the next scheduled delivery. The delivery person cannot accept payment of such fines.
- The Information Services Librarian will drop off the materials at the door. Under no circumstances will the librarian enter the patron's home.

Homebound Environment Required for Delivery

Patrons requesting homebound services must provide a safe and appropriate environment for staff members who make deliveries to their homes and patrons must protect all library materials while in their custody. Staff members may recommend suspension of the service if any of the following conditions exist:

- Pets are not confined (with the exception of service animals trained to assist a disabled person).
- A clear and safe path to the home, with snow shoveled and ice removed.
- Any person in the home is dressed in revealing attire.
- Any person in the home presents threatening behavior.
- Any person in the home uses abusive or obscene language, makes obscene gestures or displays obscene images.
- Any person in the home harasses the library's representative.
- Any person in the home exhibits signs of illness that may jeopardize the health of the library's representative and the library has not been notified of the illness.
- Any person is engaging in any illegal activity in the home at the time of the library's delivery.
- Any library material currently in the possession of the homebound patron appears to have been willfully defaced, mutilated or damaged while in the custody of the homebound person.
- Conditions in the home are unsafe or unsanitary.

If a Staff member wishes to recommend suspension of service because the occurrence of any of the above is deemed to make the home environment for delivery unsafe or inappropriate, the staff member shall provide the Director with written notice of why such action occurred together with any recommendation for length of suspension of service.

The Director shall send written notice to the patron of the reason for and the length of any continuing suspension of service. Any homebound patron may request in writing that the suspension of service be reviewed by the Board of Trustees at the next monthly Board meeting.

Comstock Township Library Homebound Delivery Service Application

Patron Name: _____

Address: _____

Phone Number: _____

Additional Contact Name & Phone Number _____

I meet the definition of homebound as defined below:

Residents 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, the assistance of another person or if leaving home is medically contraindicated. In most circumstances, if a resident drives, he/she would not be considered homebound.

Yes _____ No _____

Signature: _____

If no, please explain:

Please answer the following questions:

1. Do you require materials in the following format(s)?

Large Print _____ Audio Books on CD _____

2. Are you able to read books in standard print format?

Yes _____ No _____

3. Please help us define your reading preferences (please check all that are of interest to you):

FICTION NON-FICTION

| | | | |
|---------------------|--------------------|--------------------------------|-----------------|
| ___ Adventure | ___ Business | ___ Best Sellers | ___ Biographies |
| ___ Classics | ___ Finance | ___ Spy/Espionage | ___ Health |
| ___ Legal Thrillers | ___ History | ___ Political Thrillers | ___ Humor |
| ___ Historical | ___ Nature/Animals | ___ Contemporary | ___ Poetry |
| ___ Christian | ___ Politics | ___ Mysteries | ___ Religion |
| ___ Romance | ___ Self-Help | ___ Science Fiction/Fantasy | ___ Sports |
| ___ Westerns | ___ Travel | ___ True Crime | |

Please expand or add additional comments, if necessary:

I have equipment for the following formats at home:

_____ Books on Cassette Tape _____ Books on CD