

WHY OFFER THIS SERVICE?

This program would help us reach those who may not otherwise be able to use the library. The requirement of verification by a physician, nurse, or social worker will help limit possible abuse of the program by those who would use it just for convenience. We can also limit the number of participants so if at any time we feel the cost is too much, we can place a freeze on accepting new participants.

WHAT IS THE COST?

We would be able to use USPS media which would cost roughly \$4.50 per roundtrip transaction (based on a 2lb mailing).

WHAT IS THE TIMELINE?

I would like to be able to start offering the program when we move into the new library (or the beginning of 2020), if possible.

WHAT ARE THE GUIDELINES?

1.20.1 Qualifying for Homebound Delivery Service

To qualify, applicants must: reside in Georgetown Township, have or be eligible for a Georgetown Library card, have no family member or designated person available for pick-up/return of materials, and successfully complete the application process.

1.20.2 Guidelines for Service

- The Georgetown Library loans a wide variety of print and non-print materials including books (excluding Express Reads), large print books, and audiobooks to Georgetown residents who qualify for this service. The Library reserves the right to restrict the format and any titles requested based on availability.
- Loan periods will be 4 weeks. Renewals will be allowed on items that are not on hold for someone else or from our new collection. If items need an extension of time, patrons are asked to contact the library.
- Materials will be mailed every 4 weeks, after the previous materials are returned. Return postage will be provided with each delivery.
- Participants are responsible for all items checked out on their library card and will be charged a fee for any lost or damaged items. Repeated loss or damage to library items may result in cancellation of service.
- Homebound patrons may choose their own books or may ask library staff to choose titles based on the completed Reading Interest Questionnaire form.
- Participants 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 never be shared publicly.
- The Georgetown Library reserves the right to limit the number of participants who qualify for delivery service at any time.

1.20.3 Procedures for Service

- The patron must initially register for homebound service by e-mailing or calling the Georgetown Township Public Library and confirming they qualify for the service. A Homebound Delivery packet will be mailed to the patron.
- If the patron does not have a valid card, a registration form will be mailed with a Homebound Delivery Application. Completed registration form must be returned with a copy of a valid picture ID. Patrons with a card must have an account in good standing. Any prior fees must be paid prior to delivery service commencing.
- Once the application and registration forms are received back from the patron, library staff will set up a mail delivery schedule with the patron. Any necessary deviations from the agreed-upon schedule will be communicated to the patron as soon as possible.
- Patrons may request up to 4 items to be delivered and a log of borrowed items will be maintained to avoid duplication.

WELCOME TO THE HOMEBOUND DELIVERY PROGRAM!

The Georgetown Township Public Library (GTPL) Homebound Service program helps fulfill the library's mission by removing barriers that keep residents from accessing services offered by the library. Patrons must have a GTPL card or be eligible for a GTPL card to qualify for this service. Patrons must complete an application and have it certified by their physician, nurse, or social worker. Applications will then be processed by library staff and a beginning delivery date will be set up by phone.

The Library will mail up to 4 items at a time along with a return-postage address label. The next delivery will be sent after the current items checked out are returned. Patrons will become ineligible for this service, and responsible for the cost of the items, if they do not return library materials.

Enclosed you will find a copy of the Homebound Delivery Policy as well as an Application, Eligibility Form, and Reading Interest Questionnaire. If you do not currently have a GTPL card, you will also receive a registration form. Please return this registration form along with a photocopy of a current picture ID with your other forms.

If you have questions at any time, please contact Rob Bristow at 616-457-9620.

WWW.GTPL.ORG

GEORGETOWN TOWNSHIP PUBLIC LIBRARY

HOMEBOUND DELIVERY SERVICES POLICY

The Library's Homebound Delivery Program mails library materials on a monthly basis to residents of Georgetown Township who are unable to leave their home due to extended illness/disability or a temporary condition that will last for six weeks or more. Each request for service is assessed on a case-by-case basis. Patrons who have set up temporary delivery service due to illness should notify the library as soon as recovery allows library visits. Lack of transportation alone is not a valid reason to request homebound service.

Qualifying for Homebound Delivery Service

To qualify, applicants must: reside in Georgetown Township, have or be eligible for a Georgetown Library card, have no family member or designated person available for pick-up/return of materials, and successfully complete the application process.

Guidelines for Service

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- The Georgetown Library reserves the right to limit the number of participants who qualify for delivery service at any time.

Procedures for Service

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GEORGETOWN TOWNSHIP PUBLIC LIBRARY
APPLICATION FOR HOMEBOUND DELIVERY SERVICES

NAME: _____

ADDRESS: _____

CITY: _____ ZIP: _____

PHONE: _____

E-MAIL: _____

LIBRARY CARD #: _____

By my signature below, I agree to hold harmless and release the Georgetown Township Board, employees, Georgetown Township Public Library and their employees and representatives from any loss, liability, claim, suit, or judgment that may arise out of or in conjunction with the Homebound Delivery Service. I understand that I assume responsibility for the materials I receive and that I will become ineligible for this service if I do not return library materials.

I authorize library staff to retain data about titles I have borrowed to avoid duplication of loan.

I have read the Homebound Delivery Service Policy and agree to abide by the rules set forth in the policy.

Signature: _____

Date: _____



GEORGETOWN TOWNSHIP PUBLIC LIBRARY

ELIGIBILITY FORM

Eligibility for Service (Check all that apply):

_____ Short term illness/disability

_____ Long term illness/disability

_____ Other (please specify) _____

Certification (To be filled out by physician, nurse, or social worker):

I consider _____ to be permanently/temporarily (circle one) physically unable to travel to the library.

Printed Name: _____

Signature: _____

Job Title: _____

Employer: _____

Phone: _____

Date: _____



GEORGETOWN TOWNSHIP PUBLIC LIBRARY

READING INTEREST QUESTIONNAIRE

Material Format Preferred (check all that apply):

- Regular Print
- Large Print
- Audiobook CDs
- Audiobook mP3

Topics Preferred (check all that apply):

- | | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> Adventure | <input type="checkbox"/> Fantasy | <input type="checkbox"/> Science Fiction |
| <input type="checkbox"/> Best Sellers | <input type="checkbox"/> History | <input type="checkbox"/> Short Stories |
| <input type="checkbox"/> Biographies | <input type="checkbox"/> Inspirational Fiction | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Children's | <input type="checkbox"/> Mystery | <input type="checkbox"/> Westerns |
| <input type="checkbox"/> Classics | <input type="checkbox"/> Romance | <input type="checkbox"/> Young Adult |

Other Preferences (Favorite Authors, genres, etc.):

I do not wish to receive materials that contain (check all that apply):

- Strong language
- Violence
- Explicit sexual content

Indicate the number of items you would like to receive (up to 4): _____

- I would prefer to provide specific titles rather than have materials selected by library staff. I will notify library staff via phone or e-mail as to which titles to send each month.

