



BONDURANT COMMUNITY LIBRARY

HOMEBOUND DELIVERY POLICY

Purpose

Homebound service will be provided to the residents of the City of Bondurant who are not able to come to the library. “Homebound” is defined as being generally confined to the residence either temporarily, due to illness or accident, or permanently, due to age, disability or other mobility problems. Homebound service will be restricted to patrons that live within the city limits of the City of Bondurant.

Objective

To provide a home delivery service to the Bondurant Community Library patrons who are physically unable to visit the library.

Procedures

Homebound Reader's Profile

The Homebound Reader's Profile will be completed by the library patron to assist the staff in determining the preferences of the patron's library materials. These profiles will be completed before the first delivery and can be updated periodically.

Library Card Registration/Use

Each homebound patron must register for a library card if she/he does not already have one. The volunteer or staff member who makes the initial delivery will take care of registering a patron who does not have a card, and homebound patrons will retain their cards. A file containing the homebound services registration forms will be maintained at the circulation desk for use in checking out materials to these patrons.

Delivery Schedule/Loan Period

Materials will be delivered by a volunteer/staff member once a month or as needed. All borrowing and delivery will be made by appointment, with the homebound resident. At the time new materials are delivered, the items from the previous delivery will be retrieved and returned to the library. Materials that have been borrowed should be ready for pickup by the scheduled delivery time. Materials will be delivered to the door, and no inside deliveries will be made. First time deliveries require two staff/volunteers to make the delivery. Deliveries will be made Monday – Friday between 10 am and 2 pm, or as other volunteer times permit. Mail delivery of items can be arranged with library staff if patron prefers. Return envelope will be included with mail delivery for return of items to the library.

Fines/Fees

There is no fee for homebound delivery. The library's standard fee schedule will apply for damaged or lost items.

Renewals

Will be allowed as per circulation policy.

Materials Available for Homebound Delivery

All formats of materials are eligible for homebound delivery, but items in high demand may be excluded. The usual limits of 5 DVD items will apply. Only materials owned by The Bondurant Community Library are eligible for home delivery, but requests for purchase will be considered for items that the library does not own. Each delivery will be limited to one bag of materials or approximately 5-10 items.

Homebound Environment Required for Delivery

Patrons requesting homebound services must provide a safe and appropriate environment for volunteers or staff members who make deliveries to their homes, and patrons must protect all library materials while in their custody. Volunteers or staff may choose to leave a home immediately and/or to recommend suspension of the service if any of the following conditions exist but not limited to the following:

- Pets are not confined (with the exception of service animals trained to assist a disabled person).

- No clear and safe path to the home, with snow not 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 library material currently in the possession of the homebound patron appears to have been willfully defaced, mutilated or damaged while in custody of the homebound person.
- Or any other environment that staff/volunteer warrant to be unsafe or inappropriate.

If the volunteer or staff member must leave the home, deny service or 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 volunteer or staff shall provide the Library Director with notice of why such action occurred together with any recommendation for length of suspension of service.

No suspension of service in excess of thirty (30) days shall be imposed unless it is recommended by the Library Director and approved by the Library Board of Trustees. Any homebound patron may request in writing that the suspension of service be reviewed by the Library Board of Trustees at the next monthly Library Board meeting.

The homebound library delivery service program may be discontinued at any time for any reason.

Adopted by the Bondurant Community Library Board of Trustees 7-6-2016

Revised: 2/2018, 8/2022

Homebound Reader's Profile

Name: _____ Phone: _____

Email: _____

Genre (1=low interest, 3= high interest)

Literary fiction ____	Historical ____	Action/Adventure ____	Science Fiction ____
Western ____	Mysteries ____	Romance ____	Horror ____
Urban Hip/Hop ____	Chick Lit ____	Fantasy ____	Thrillers ____
Inspirational/Religious ____	Romantic Suspense ____	Other _____	

Formats (Check all that apply)

_____ Large Print	_____ Paperback Binding Preferred
_____ Audio Books (CD)	_____ DVD (Video)

Reading History

Please list at least 3 of your favorite books and/or authors and what you enjoy about them.

1. _____
2. _____
3. _____

Please list up to 3 books or authors you have read and not enjoyed.

1. _____
2. _____
3. _____

Please check your preferences:

Happy/Light/Uplifting ____	Serious ____	One Plot Line ____	Resolved Ending ____
Focus on characters ____	Just a few characters ____	Quirky characters ____	Dark humor/irony ____
Humorous situations ____	Dark/Ironic ____	Safe/Relaxing ____	Multiple Plot Lines ____
Leaves you thinking ____	Focus on action & events ____	Many characters ____	Clever dialogue ____
Slapstick/Physical humor ____	Absurd humor/bizarre ____	Funny ____	Suspenseful/Tense ____

Setting: Indicate any setting about which you would particularly like to read (country, state, time period):

Pet Peeves:

Sexual themes ____	War ____	Disease ____	Violence ____
Crime Portrayed sympathetically ____		Explicit sexual content ____	Religion ____
Rough/obscene language ____		Death ____	Addiction ____
Dark or cynical humor ____			

Anything else we should take into account when selecting books for you? _____