



# Irvin L. Young Memorial Library

## **HOMEBOUND SERVICE POLICY**

Through the Irvin L. Young Memorial Library's Homebound Service, collection items will be delivered to city residents who are temporarily or permanently homebound due to disability or health problems. Senior citizens who are unable to drive may also qualify for Homebound Service.

The Homebound Service provides the opportunity for community members to enjoy the collections of the library without having to visit the library building. Whether it is books or magazines to read or audiovisual items to view or listen to, the library will arrange to have materials delivered to and picked up from a participant's home by library employees or volunteers.

The guidelines for this program are as follows:

1. The Irvin L. Young Memorial Library loans a wide variety of print and non-print materials to Whitewater residents who qualify for this Service. Specific types of materials are cited on the Application for Homebound Delivery.
2. All participants in the Service must be residents of the City of Whitewater. They also must complete an Application for Homebound Delivery form and return it to the library. The Homebound Service Coordinator will contact applicants after their completed form has been received to obtain additional information, if necessary, and to set up a delivery/pickup schedule. Residents who are confined to their homes due to house arrest or other legal restrictions resulting from criminal conduct are ineligible for homebound delivery.
3. Participants will be listed as an Irvin L. Young Memorial Library Homebound borrower, which will replace their regular card. The Homebound card will be kept on file at the library. Participants in the program may not check out any materials in the library on their own. All items will be received through the Homebound Service.
4. Participants may borrow up to 30 items per delivery.
5. Materials will be loaned for approximately 28 days to accommodate the delivery schedule. One renewal will be allowed for Whitewater items that are not on hold



## Irvin L. Young Memorial Library

- for someone else. No renewals will be allowed on items belonging to other libraries, except at the discretion of the Homebound Service Coordinator.
6. Staff will generally select materials for each delivery by using the information supplied on the Homebound Service Application. Special requests for specific titles held by the consortium may be made by filling out a Homebound Special Request form. Copies of this form will be made available when a patron signs up for the program. Special request titles not available at the time of request will be placed on reserve and will be delivered on the next scheduled delivery day when they become available. In the event of severe weather or other unforeseen circumstances, delivery may be re-scheduled.
  7. Materials will be delivered to and picked up from each participant's home. Materials should be ready for pickup by the delivery service on the due date. Please do not return materials by any other means.
  8. If the participant is not going to be available at the scheduled delivery/pickup time, alternate arrangements should be made by calling the library at 262-473-0530 and asking for the Homebound Service Coordinator.
  9. Overdue fines are not charged for materials loaned under this Service. However, please have items ready for pickup on the scheduled delivery/pickup day. Since program participants are responsible for items checked out on their card, please do not lend library books and audiovisual items to others. Participants will be charged the replacement cost for all materials that are lost and/or damaged while in their care. Library materials are considered lost when they are 30 days overdue.
  10. Some limits are placed on the level of library service provided to Homebound patrons.
    - a. Interlibrary loan services outside the consortium are not available through the Homebound Service.
    - b. There can be no more than one delivery/pickup day for any individual per month.

City residents as well as library patrons living outside the city limits may be eligible to apply for Service through the Wisconsin Regional Library for the Blind and Physically Handicapped.



Irvin L. Young  
Memorial Library