

“PERSON –TO- PERSON”

Homebound Program of the Plainedge Public Library Adopted by the Board of Trustees May 8, 2002 Revised on January 17, 2018

Purpose

Homebound people who are physically unable to visit the library because of a disability are entitled to the same quality of service as that available to the fully mobile library patron. The purpose of this program is to provide personalized library service to meet the special needs of homebound individuals within the community.

Staff

An outreach librarian will be appointed who will be the link between the library and the homebound patron and whose responsibilities include coordinating the program and making the necessary selection of materials to meet individual needs and choices.

The outreach librarian will be assisted by a clerk who will keep records of materials charged out and coordinate delivery of materials.

Eligibility

Any person who resides within the Plainedge School District and is unable to visit the library due to a physical disability or impairment is eligible to participate in the library’s homebound program.

Procedure for Registration

Any resident of the Plainedge School District who believes he/she is eligible to participate in the homebound program may contact the library by telephone, mail, email, or in person. The person will be given or sent an application for participation in the homebound program. The application certifying that the person is homebound must be returned to the library.

The person may indicate the types of materials desired on the application or speak directly to the outreach librarian. Arrangements will be made for the first delivery.

Charge Out

All materials delivered to homebound patrons will be charged out on the morning of the scheduled delivery. A record of the material checked out and of the due date will be kept by the outreach clerk. All print material will be charged out for four weeks; CDs and older DVDs will be charged out for fourteen days. New DVDs are not eligible for this program.

Two days before materials are due, the homebound patron will be contacted by the library and arrangements made for the pick up of charged-out materials and delivery of replacement materials.

Delivery

Deliveries and Pickups will be made the same day every week. The library will arrange for the delivery and pick up of materials. Library materials will be left in an identifiable Library bag and hung on a door or in a mailbox.

Borrowing Privileges for Persons Designated by Homebound Patrons

Any adult who resides within the Plainedge School District and is unable to visit the library due to a physical disability or impairment may designate one person over the age of 18 to borrow library materials on his/her library card.

The homebound resident may contact the library by telephone, mail, email, or in person to request an application. The application, certifying that the patron is homebound must be returned to the library. Only one adult person may be designated at any time to check out materials using the homebound person's library card. The designated person is required to show proper identification when borrowing materials. It is the responsibility of the homebound person to notify the library in writing when the designated person is no longer authorized to borrow materials on his/her library card.

The homebound person is responsible for all materials borrowed on his/her library card by the designated person.

The same policies, procedures and rules regarding due dates, loan periods, fines, and fees that apply to the general public also apply to materials borrowed on a homebound patron's library card by a designated person.

APPLICATION FOR HOMEBOUND PATRON

I ----- holder of
Name Address

Plainedge Public Library Card # _____ am unable to visit
Barcode

the library because of a disability and do give permission to

_____ to charge out materials on my card for
Name

my use. I understand that the designated person will be required to

show identification when using my library card. I further understand

that it is my responsibility to notify the library in writing when the

designated person is no longer authorized by me to borrow material

on my library card. I assume full responsibility for all materials

borrowed on my card. The same policies, procedures and rules

regarding due dates, fines and fees that apply to the general public

also apply to materials borrowed on my card by a designated person.

Signature

**PLAINEDGE PUBLIC LIBRARY
1060 Hicksville Road
Massapequa, NY 11758-1289**

735-4133 www.plainedgelibrary.org

APPLICATION FOR HOMEBOUND SERVICE

Name _____

Telephone _____

Is Service Temporary _____ Permanent _____

Type of Books Desired

Large Print Yes _____ No _____

Novels _____

Westerns _____

Biography _____

Intrigue _____

Romances _____

Crafts _____

Mysteries _____

Other _____

Favorite Authors _____

Do you want to speak to a Librarian? If so, please indicate phone number where you can be reached and best time of day to call

_____.

Email also works. Email: reference@plainedgelibrary.org