

HOMEBOUND SERVICE POLICY

Falmouth Public Library

The Falmouth Public Library provides library materials to Falmouth residents of all ages who are unable to travel to a library due to illness or physical disability.

Qualifications:

- Resident has a permanent long term or short term disability.
- Resident has a valid library card in good standing.

Types of materials delivered:

1. All available materials including books in regular and large print, DVD's, CD's and magazines may be requested.
2. Homebound patrons may request specific titles including best sellers and popular DVD and CD titles.
3. Other materials may also be selected by the Homebound Librarian.
4. Assistance with research questions can be obtained from the Homebound Librarian or through the reference desk via phone, email, twitter or the library web page.

Conditions:

1. The Homebound Librarian delivers to residents who are living at home, in a nursing home, in a retirement community or supervised living facility.
2. If a resident drives or has friends or family to pick up and return library materials, they will not be considered for homebound services.
3. Up to six items may be checked out for three weeks.
4. Books and materials are delivered every three weeks depending on the schedule of the Homebound Librarian.
5. Homebound delivery will cease during inclement weather as determined by the homebound librarian.
6. Items are delivered directly to the patron and will not be left unattended in rooms, hallways, or common areas.
7. Items are checked out on the patron's card with the understanding that the patron is fully responsible for items left in the patron's possession. Homebound patrons or their caregivers may not loan their borrowed library items to other individuals.
8. The Homebound Librarian is not authorized to provide any other errands or services to homebound patrons.

Approved by Board of Trustees – Oct 2010, July 2016

The Falmouth Public Library Board of Trustees reserves the right to alter, amend, or terminate this policy.

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. The Homebound Librarian may choose not to enter a home, to leave a home immediately and/or to recommend suspension of the service if any of the following conditions exist:

- There are pets that pose a threat
- There is no clear and safe path to the home, with snow shoveled and ice removed
- Any person in the home is dressed in inappropriate 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 Homebound Librarian
- Any person in the home exhibits signs of illness that may jeopardize the health of the Homebound Librarian
- Any person is smoking inside the home at the time of the delivery.
- Any person is engaging in illegal activity in the home
- Library material in the possession of the homebound patron appears to have been willfully defaced, mutilated or damaged
- Conditions in the home are unsafe or unsanitary.

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