

Homebound Policy

White Settlement Public Library Homebound Service Policy

The White Settlement Public Library offers Homebound Services to patrons over 60 residing in the City of White Settlement who are unable to visit the library. 'Homebound' is defined as being generally confined to one's residence either temporarily, due to illness or accident, or permanently due to disability, age, or other mobility issues.

Patron Eligibility, Registration & Use

A patron applying for homebound service must first have a White Settlement Library card in good standing. If the patron does not have a library card, the staff member who makes the initial delivery will require the patron to complete a library card application. Patrons who owe fines or fees to are required to settle their accounts prior to receiving their first order of library materials. An Application for Homebound Service will also be filled out during the first homebound service visit. Patrons registered for Homebound Service may call or email the library to request specific titles, or they can request that a librarian select materials based on the patron's reading preferences as specified on the initial Application for Homebound Service form. Patrons may also request a phoned reference appointment from a librarian for reading suggestions and new titles offered. Patrons may check out books, audiobooks, and DVDs

Delivery Schedule & Loan Period

- Library materials will be delivered by City Staff
- Library materials will be picked up and dropped off on Wednesday
- Library books and audiobooks will be checked out for 2 weeks
- Library DVDs will be checked out for 1 week
- Staff will call the day before delivery
- Homebound patrons may check out up to 3 audiobooks, up to 5 movies, and up to 10 books at a time for a total of 18 items.
- Library materials will be delivered in a bag, and must be returned in that same bag
- A member of the household must be present to receive materials at the door
- City staff will not enter the home

Fines and Fees: There is no fee for homebound library services. Overdue fines will not be charged on homebound materials, but the library's standard fee schedule will apply for damaged or lost items.

Volunteers or staff members may choose to recommend suspension of the service if any of the following conditions exist:

- Pets are not confined (with the exception of service animals trained to assist a disabled person)
- There is no clear and safe path to the home
- 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 person is engaging in any illegal activity in the home at the time of the library's delivery
- Any library material currently in the possession of the homebound patron appears to have been willfully defaced, mutilated, or damaged while in the custody of the homebound person
- Conditions in the home are unsafe or unsanitary

If a volunteer or staff member must deny service or wishes to recommend suspension of service due to the occurrence of any of the above, and deems that the home environment for delivery is unsafe or inappropriate, the volunteer or staff member shall provide the Library Manager or Community Services Director notice of why such action occurred along with a recommendation for length of suspension of service. The Library Manager and Community Services Director shall send written notice to the patron of the reason for and the length of any continuing suspension of service. No suspension of service in excess of 30 days shall be imposed unless it is recommended by the Library Manager and Community Services Director. Any homebound patron may request in writing that the suspension of service be reviewed by the Library Manager and Community Services Director.

Homebound Reader's Profile

Name: _____

Address: _____

Phone: _____

Email: _____

Would you like Library staff to select items for you based on your preferences?

Yes, please make selections for me based on my preferences. I understand that I may ALSO reserve specific items online or over the phone.

No, I only want to be delivered items that I have chosen myself and reserved online or over the phone. I understand that items will not be delivered on weeks that I do not reserve materials.

If you selected yes, please fill out the rest of the profile. The more detail you give, the better our selections for you will be!

How many books (between 0 and 10) would you like to be delivered every two (2) weeks? _____

How many audiobooks (between 0 and 3) would you like to be delivered every two (2) weeks? _____

How many movies/TV shows on DVD (between 0 and 5) would you like to be delivered every one (1) week? _____

What materials would you like delivered to you?

Select all that apply.

- Regular Print Books
- Large Print Books
- Paperbacks
- Hardcover Books

- Audiobooks (CD)
- Movies (DVD)
- TV Shows (DVD)

Please indicate your genre preferences.

Select all that apply.

- Literary Fiction
- Mystery
- Fantasy
- Science Fiction
- Historical Fiction
- Paranormal
- Romance
- Thrillers
- Action/Adventure
- Horror
- Inspirational/Religious
- Urban
- Romantic Suspense
- Western
- Women's Fiction
- Biographies
- True Crime
- Self-Help
- Cookbooks
- Other Nonfiction

Other preferences.

Select all that apply.

- Happy/Light/Uplifting
- Dark/Ironic
- Funny
- Serious
- Sad
- Safe/Relaxing
- Suspenseful/Tense
- One Plot Line
- Multiple Plot Lines
- Resolved Ending
- Leaves You Thinking
- Focus on Characters
- Focus on Action and Events
- Just a Few Characters
- Clever Dialogue/Wordplay
- Humorous Situations/Events
- Slapstick/Physical Humor
- Dark Humor/Irony
- Absurd, Bizarre, or Surreal Humor
- Series
- Standalone (not part of a series)

Pet Peeves

Select all that apply.

- Sexual Themes
- Explicit Sexual Content
- Rough/Obscene Language
- War
- Violence
- Death
- Disease
- Religion
- Addiction
- Crime Portrayed Sympathetically
- Dark or Cynical Humor
- Magic/Paranormal

Indicate any settings about which you would particularly like to read (country, state, time period, etc.)

Please list some of your favorite books, movies, and/or authors and what you enjoy about them.

Please list some books, movies, or authors that you have NOT enjoyed.

Is there anything else we should take into account for our suggestions?