

**Homebound Delivery Service Application**

The Alpha Park Public Library offers a free service to district residents who are unable to visit the library due to a temporary or permanent illness or disability or those seniors who don't have transportation. Library materials are delivered free of charge. Homebound patrons are required to hold a valid library card and must abide by borrowing policies. By completing this Form with an Alpha Park Library employee, you agree to comply with the rules and regulations of Alpha Park Public Library.

**(Please Print)**

Full Name (First, Middle, Last):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room #: \_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Caregiver/Emergency Contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Permission to discuss delivery with this person: Yes No

Preferred Method of Contact: \_\_\_ Phone \_\_\_email

**I agree to the following:**

I declare that I am eligible for homebound service under the library’s Homebound Service Policy and that I am unable to go to the Alpha Park District Library temporarily due to extended illness or convalescence or permanently due to disability, age, or other medical barriers.

I understand a record of all items checked out to me and a list of my reading interests will be kept by staff during my participation in the Homebound Delivery Service program to help staff to select materials and avoid sending duplicate titles.

I give permission for APL staff to use my library card number to check out materials on my behalf.

I accept responsibility for all library materials borrowed with this card.

I understand I can stop service at any time.

***Patron Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**STAFF USE ONLY**

**Expiration Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff Initials\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Delivery Schedule \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Service Began \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Service Ended \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PATRON QUESTIONNAIRE**

**Material Format (mark all that apply):**

❑Regular Print ❑Large Print ❑Paperback ❑Hardback

❑Books on CD ❑Movie DVD ❑Movie Blu-ray ❑Magazines ❑Puzzles

**READING PREFERENCES:**

❑ Adult ❑Young Adult ❑Children’s

I prefer materials that
**DO NOT** contain:

❑ Strong Language

❑ Strong Descriptions of Sex ❑ Violence

❑ Other:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_

**Non-Fiction**

❑ Adventure

❑ Animals

❑ Art

❑ Biographies

❑ History

❑ Sports

❑ Crafts

❑ Travel

❑ Other:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fiction**

❑ Classics

❑ Romance

❑ Mysteries

❑ Thriller

❑ Christian Fiction

❑ Science Fiction

❑ Western

❑ Fantasy

❑ Other:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Delivery Preferred:
(frequency, days, times, etc)**:

**Favorite Authors:**  **Favorite Books:**

**Librarian Notes:**

**ALPHA PARK PUBLIC LIBRARY**

**HOMEBOUND SERVCIES POLICY**

1. **PURPOSE**

The homebound delivery program at Alpha Park Public Library provides library services to individuals who are residents of the library district and are unable to physically come to the library. “Homebound” is defined as generally being confined to one’s residence either temporarily due to illness or accident, or permanently due to disability, age, or other mobility issues. In most cases, if a patron drives, he or she would not be considered homebound.

1. **ELIGIBILITY**

Homebound services are provided at no cost to the patron (except for normal charges and service fees established by the Board of Trustees for all patrons). Patrons must be a resident of the Alpha Park Public Library District and have a current library card in good standing. If the patron does not have a library card, an application for a library card can be signed during the first homebound visit.

1. **APPLICATION**

Patrons may apply for homebound delivery services by filling out an application via web form, a paper application available at the library, or a PDF application available on the library website, which may be returned by hand delivery, mail, FAX, or email. If a patron calls the library, a staff member can fill out the form, which the patron can sign during the first homebound visit.

1. **LOAN PROCEDURES**

Once the patron has applied, a staff member will contact the applicant to explain how to request materials. A schedule of delivery will be set up during regular library business hours, depending upon patron’s needs and the availability of library staff. Designated library staff will assist in selecting material for patrons. Hold rules, item limits, overdue penalties, and lost and damaged charges will be the same as for all other library patrons. Materials will be delivered to and picked up from each participant’s residence by library staff.

1. **HOME ENVIRONMENT**

Patrons requesting homebound services must provide a safe and appropriate environment for staff members who make deliveries to their residences, and patrons must protect all materials while in their custody. Staff will not enter the interior of the patron’s home or provide assistance with activities of daily living or advice on financial or personal matters. Staff may choose to leave a home immediately, and/or recommend suspension of homebound service if any of the following conditions exist:

1. Any person in the home presents threatening, obscene, or abusive language, gestures, or images.
2. Any person in the home harasses the library staff member.
3. Any person in the home exhibits signs of illness that may endanger the health of the library staff member.
4. Any person in the home is engaging in illegal activity at the time of service.
5. Any person in the home is under the influence of alcohol or has been abusing drugs at the time of service.
6. Any person involved in the service transaction is smoking at the time of service.
7. The conditions of the home and/or property are unsafe.

***The Alpha Park Public Library has the right to terminate this service to any individual who does not***

***meet the terms and requirements as defined above.***