

# **LVDL POLICY MANUAL**

## **Section II: Service Policies**

**TITLE: Homebound Services Policy**

**DATE ADOPTED: April 13, 2009**

---

### **Homebound Delivery**

The library provides free monthly delivery of circulating materials to homebound residents of the Lake Villa Public Library District. LVDL requires completion of a library form by a physician, registered nurse, or social worker to determine eligibility.

Library staff and/or screened adult volunteers will bring or return up to ten items per month. Both reading and listening materials may be requested. The library may also send materials by mail.

Due to delivery logistics, there are some limits placed on the level of service provided to homebound patrons. For example, we are not able to provide our Favorite Contemporary Fiction program. We are also not able to place reserves for homebound patrons.

We are unable to deliver or pick up materials not checked out on the homebound patron's library card.

Fines may be waived, but patrons are responsible for lost or damaged items.

If you do not have a Lake Villa District Library card, an application can be brought upon the initial visit. Your card will be held in the Community Services office while you are enrolled in homebound delivery.

Library staff will work with the homebound patron to determine what materials are selected. Staff will maintain monthly records regarding homebound delivery service. Staff may also maintain a record of materials checked out by a homebound delivery patron for selection purposes.

The library reserves the right to suspend a patron's homebound status once the patron regains the ability to visit the library.

### **Flexible Checkout**

Patrons who are homebound or living in a Nursing Home, Residential Care Facility, or Assisted Living Facility may designate another person to pick up their reserve materials. LVDL requires completion of a library form by a physician, registered nurse, or social worker to determine eligibility.

# **LVDL POLICY MANUAL**

## **Section II: Service Policies**

Must be a Lake Villa District Library card holder in good standing.

Items will be placed in a canvas bag and held at the circulation desk for one week.

Materials will be limited to reserve items.

Items will checkout for the normal 7 day and 3 week loan periods.

Items will be checked out to the patron's card the day the materials arrive.

It is the patron's responsibility to return or renew materials to avoid fines. You can may renew eligible items at [www.lvdl.org](http://www.lvdl.org) or call 847-356-7711.

The library reserves the right to suspend a patron's flexible checkout status once the patron regains the ability to visit the library.