

## Homebound Services Policy

In our efforts to serve all who live in our community, the Henry County Public Library provides services for those who have difficulty in accessing our facilities. The **Homebound Services** seeks to make available our materials to those who are temporarily or permanently restricted to their homes due to illness, disability, age or other mobility issues.

### Eligibility

To access our **Homebound Services**:

- Must have or be eligible for a Library Account
- Must have a disability OR a restriction that prevents access to the Library
- Must agree to allow the Library to maintain a log of borrowed materials that will **only be used** to avoid providing the same materials; this information **will not be shared publicly**.

### Borrowing Materials and Delivery

Those who are eligible to these services are able to borrow materials by:

- Calling or emailing requests for specific titles
- Requesting our staff to select materials based on reading preferences

Like all patrons, materials will be checked out for **three weeks**. **No fines** will be placed on overdue times.

Once materials are requested or scheduled, a Staff member will call to schedule a time of expected delivery to a patron's residence, either to front door or porch; **never inside**.

### Suspension and Termination of Services

Patrons who use our Homebound Services are able to end their usage at any time by contacting the Library.

The Library reserves the right to **suspend** or **terminate** our Homebound services to any patron for:

- Frequent mishandling/abuse of materials
- Safety concerns of staff, including:
  - o Any harassing, threatening or obscene behavior
  - o Any person engaging in any illegal activity
  - o Any signs of illness that may endanger the health of staff or volunteer
  - o Conditions of home/property are unsafe or unsanitary

No requested deliveries for over a year