

## **Circulation Policy No. 18**

**Subject:     HOMEBOUND LOAN POLICY**

**Adopted by the Board September 8, 1993**

**Revised June 11, 1997; June 9, 1999; February 9, 2005; September 15, 2010;  
March 22, 2017; October 16, 2019; March 17, 2021; July 13, 2022**

### **ELIGIBILITY**

Any person residing within the legal service area (West Bloomfield Township, Sylvan Lake, Orchard Lake and Keego Harbor) of the West Bloomfield Township Public Library who is unable to come to the Library because of limited mobility, illness or disability, either temporary or long term, is eligible for a homebound library card. Homebound library cards must be renewed every year on the cardholder's birth date. Final authority for all homebound delivery rests with the Library Director or an appointed designee(s).

### **DELIVERY**

Materials are dropped off and picked up once a week on a specified day. They are left on the patron's front porch or other designated enclosed outside area. A reusable bag is provided to the patron to secure the material free of charge.

### **MATERIALS**

Select adult, young adult and youth materials are available for homebound service.

#### **ITEMS ELIGIBLE FOR HOMEBOUND CIRCULATION OF 28 DAYS (EXTENDED LOAN) WITH THE OPTION OF ONE 28 DAY RENEWAL PERIOD**

Books (hardcover, large print and paperback)  
Audiobooks  
Music CDs  
DVD (except adult new feature)  
Periodicals (except for current issue)

Reserve requests for all items will be taken. Outreach staff will accept renewal requests by telephone. Overdue fines accrue at the rate stated in Attachment A, the Library Fine Chart.

Interlibrary loan and article photocopying is also available upon request. Interlibrary loan materials will circulate for a period specified by the lending library.

Outreach staff will select titles for a homebound patron based on their reading interests, if no specific titles are requested.

## **RESPONSIBILITIES**

Fines, damaged materials, and/or lost materials are the responsibility of the homebound patron. Damage or loss due to the U. S. mail service will not be the responsibility of the homebound patron. Overdue notices are mailed directly to the patron. Inquiries about overdue items are to be directed to the outreach staff.