

## **Circulation Policy No. 20**

**Subject: OUTREACH 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**

### **ELIGIBILITY**

Any extended care, nursing home, or senior citizen housing facility located in West Bloomfield Township is eligible for an outreach library card. Outreach library cards are renewable on an annual basis.

The facility has the option of keeping their outreach library card at the Library or at their facility. A valid outreach library card must be presented by an employee of the facility at time of check-out, or a disclosure agreement that has been approved by the facility's Activity Coordinator (designated contact) naming an employee(s). The named person will then show identification at the time of checkout.

### **OUTREACH VISITS**

Visits to the facility are scheduled on a monthly basis. The facility has the option of having a set time for the library visit or a deposit collection maintained within the facility.

### **MATERIALS**

Limits as to the number of materials taken to or checked out by an extension site are determined by the library outreach staff. Select adult, young adult and youth materials are available for outreach service.

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

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

**ITEMS ELIGIBLE FOR OUTREACH CIRCULATION OF 2 DAYS WITH THE OPTION FOR ONE 2 DAY RENEWAL PERIOD**

New Adult Feature DVD

**ITEMS ELIGIBLE FOR CIRCULATION OF 42 DAYS WITH THE OPTION TO RENEW ONE TIME IF THERE IS NO HOLDS**

Book Group Kits

Reserve requests from facility residents will be taken for all items listed above. Outreach staff will accept renewal requests by telephone. Overdue fines accrue at the rate stated in Attachment A. the 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.

**RESPONSIBILITIES**

Fines, damaged materials, and/or lost materials are the responsibility of the facility that borrows the items. Overdue notices are mailed to the designated contact person at the facility. Questions about overdue items are to be directed to the Outreach staff. Due to the Library Privacy Act, library staff cannot divulge information on file for outreach loans except to the designated contact person. The Library will provide a printed list of materials on record to the designated contact person upon request.