

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; April 1, 2024;
July 8, 2026**

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 month 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 and Blu-Rays
Periodicals (except for current issue)
Playaways

Reserve requests for all items will be taken. Outreach staff will accept renewal requests by telephone or email.

Interlibrary loan, income tax forms, and 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

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 or emailed directly to the patron. Inquiries about overdue items are to be directed to the outreach staff.