

# Homebound Policy

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## Burleson Public Library

### Homebound Service Policy

The Burleson Public Library offers Homebound Services to those patrons residing in the City of Burleson who are unable to visit the library. 'Homebound' is defined as being generally confined to one's residence either temporarily, due to illness or accident, or permanently due to disability, age, or other mobility issues.

### Patron Eligibility, Registration & Use

A patron applying for homebound service must first have a Burleson Public Library card in good standing. If the patron does not have a library card, the staff member who makes the initial delivery will require the patron to complete a library card application. Patrons who owe fines or fees to partner libraries (Benbrook, Fort Worth, Haltom City, Keller, Richland Hills, and Watauga) are required to settle their accounts prior to receiving their first order of library materials. An Application for Homebound Service will also be filled out during the first homebound service visit.

Patrons registered for Homebound Service may call or email the library to request specific titles, or they can request that a librarian select materials based on the patron's reading preferences as specified on the initial Application for Homebound Service form. Patrons may also request a phoned reference appointment from a librarian for reading suggestions and new titles offered.

### Delivery Schedule & Loan Period

Library materials will be delivered by mail after the initial visit by a library staff member. Materials will include return postage so that the patron may return items by placing them in their own mailbox. E-readers will be delivered and picked up by library staff; they are not to be mailed. All items will have a 6-week loan period, with two renewals available. New items will be mailed once previous items are received.

*Special note:* In the event that the patron is unable to open the zip-tied mail bags, ALL items will be delivered and picked up by library staff

Fines/Fees/Renewals: There is no fee for homebound library services. Overdue fines will not be

charged on homebound materials, but the library's standard fee schedule will apply for damaged or lost items.

**Materials Available for Homebound Library Services:** Only materials owned by the Burluson Public Library are eligible for this service, but requests for purchase will be considered for items that the library does not own. Homebound patrons may borrow a maximum of 2 items (Books, audiobooks, music CDs, and DVDs) and one e-reader at a time.

**Homebound Environment Required for Delivery Patrons** requesting homebound services must provide a safe and appropriate environment for staff members or volunteers who make deliveries to their homes, and patrons must protect all library materials while in their custody. Volunteers or staff members may choose not to enter a home, to leave a home immediately, and/or to recommend suspension of the service if any of the following conditions exist:

1. Pets are not confined (with the exception of service animals trained to assist a disabled person)
2. A clear and safe path to the home, with snow shoveled and ice removed
3. Any person in the home is dressed in revealing attire
4. Any person in the home presents threatening behavior
5. Any person in the home uses abusive or obscene language, makes obscene gestures, or displays obscene images
6. Any person in the home harasses the library's representative
7. Any person in the home exhibits signs of illness that may jeopardize the health of the library's representative and the library has not been notified of the illness
8. Any person is engaging in any illegal activity in the home at the time of the library's delivery
9. Any library material currently in the possession of the homebound patron appears to have been willfully defaced, mutilated, or damaged while in the custody of the homebound person
10. Conditions in the home are unsafe or unsanitary

If a volunteer or staff member must leave the home, deny service, or wishes to recommend suspension of service due to the occurrence of any of the above, and deems that the home environment for delivery is unsafe or inappropriate, the volunteer or staff member shall provide the Deputy Director of the Burluson Public Library and the Library Business Manager with notice of why such action occurred along with a recommendation for length of suspension of service.

The Deputy Director and Library Business Manager shall send written notice to the patron of the reason for and the length of any continuing suspension of service. No suspension of service in excess of 30 days shall be imposed unless it is recommended by the Library Deputy Director. Any homebound patron may request in writing that the suspension of service be reviewed by the Library Deputy Director.

# Homebound Participant Application (Mail Delivery)

## Burleson Public Library

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

I understand that I assume responsibility for the materials I receive. I will make sure the materials are returned by placing the items in the labeled envelope supplied by the Burleson Public Library and mailing it back at no charge if the envelope supplied is used. I understand that I will become ineligible for this service if I do not return library materials.

\_\_\_\_\_  
Applicant's Signature

Emergency contact:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to homebound applicant: \_\_\_\_\_

### **CERTIFICATION:**

To be filled out by physician, nurse, clergy, or social worker

I consider \_\_\_\_\_

physically unable to travel to the library.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Phone \_\_\_\_\_

# Homebound Reader's Profile

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**GENRES:** (1=low interest 3 = high interest) Literary Fiction \_\_\_\_\_  
Mysteries \_\_\_\_\_ Fantasy \_\_\_\_\_ Historical Fiction \_\_\_\_\_ Romance \_\_\_\_\_  
Thrillers \_\_\_\_\_ Action/Adventure \_\_\_\_\_ Horror \_\_\_\_\_ Inspirational/Religious \_\_\_\_\_  
Science Fiction \_\_\_\_\_ Urban/Hip Hop \_\_\_\_\_ Romantic Suspense \_\_\_\_\_  
Western \_\_\_\_\_ Chick Lit \_\_\_\_\_ Nonfiction \_\_\_\_\_ Biographies \_\_\_\_\_  
Paranormal \_\_\_\_\_ Other (*please list*) \_\_\_\_\_

## FORMATS (check all that apply)

Large Print preferred \_\_\_\_\_ Paperback \_\_\_\_\_ Hardback \_\_\_\_\_ Audiobooks  
(CD) \_\_\_\_\_ E-Reader (Nook – We'll teach you!) \_\_\_\_\_ Any format \_\_\_\_\_  
Other format preferred \_\_\_\_\_

**PLEASE CHECK YOUR PREFERENCES:** Happy/Light/Uplifting \_\_\_\_\_  
Dark/Ironic \_\_\_\_\_ Funny \_\_\_\_\_ Serious \_\_\_\_\_ Safe/Relaxing \_\_\_\_\_  
Suspenseful/Tense \_\_\_\_\_ One Plot Line \_\_\_\_\_ Multiple Plot Lines \_\_\_\_\_  
Resolved Ending \_\_\_\_\_ Leaves You Thinking \_\_\_\_\_ Focus on Characters \_\_\_\_\_  
Focus on Action and Events \_\_\_\_\_ Just a few characters \_\_\_\_\_ Many  
characters \_\_\_\_\_ Quirky Characters \_\_\_\_\_ Clever Dialogue/Wordplay \_\_\_\_\_  
Humorous Situations/Events \_\_\_\_\_ Slapstick/Physical Humor \_\_\_\_\_ Dark  
Humor/Irony \_\_\_\_\_ Absurd Humor – Bizarre or Surreal \_\_\_\_\_ Series \_\_\_\_\_  
Standalone (not part of a series) \_\_\_\_\_

**SETTING:** Indicate any setting about which you would particularly like to read  
(country, state, time period)

**PET PEEVES:** Sexual Themes\_\_\_\_\_ Explicit Sexual Content\_\_\_\_\_  
Rough/Obscene Language\_\_\_\_\_ War\_\_\_\_\_ Violence\_\_\_\_\_ Death\_\_\_\_\_  
Disease\_\_\_\_\_ Religion\_\_\_\_\_ Addiction\_\_\_\_\_ Crime Portrayed  
Sympathetically\_\_\_\_\_ Dark or Cynical Humor\_\_\_\_\_ Death\_\_\_\_\_  
Magic/Paranormal\_\_\_\_\_

### **READING HISTORY**

Please list at least 3 of your favorite books and/or authors and what you enjoy about them.

Please list up to 3 books or authors you have read and **not** enjoyed.

**Anything else we should take into account for our suggestions? (Please use the back of this document if needed.)**