

FRANKLIN PARK PUBLIC LIBRARY DISTRICT
HOMEBOUND DELIVERY POLICY

Patron Eligibility

Home delivery of library materials will be provided to residents of the Franklin Park Public Library District who are confined temporarily to their residence due to accident or illness, or permanently due to physical disability or impairment.

Application

An application for Homebound Services must be completed by the library patron requesting home delivery of materials and approved by the Homebound Services Librarian. Applications can be picked up for a homebound patron at the Information Desk, printed out from the Library's website, or the Homebound Services Librarian can be contacted to make a preliminary visit by calling the Information Desk at 847-455-6016, ext. 229, or emailing homebound@fppld.org.

Library Card Registration/Use

Each homebound patron must register for a library card if he or she does not already have one. Arrangements can be made to have the Homebound Services Librarian register a homebound patron who does not have a card by calling the Information Desk at 847-455-6016, ext. 229, or emailing homebound@fppld.org.

Delivery Schedule

Materials will be delivered by the Homebound Services Librarian once a week.

Loan Periods/Fees

Materials will be assigned their standard loan period. Some materials are eligible for a one time renewal. The Library does not charge overdue fines, but the Library's standard fees will apply for damaged or lost items.

Materials Available for Homebound Delivery

All formats of materials are eligible for homebound delivery. Rules regarding the maximum number of items that may be borrowed at one time (e.g. DVDs, CDs) will be enforced for homebound delivery.

Environment Required for Homebound Delivery

Patrons requesting homebound services must provide a safe and appropriate environment for staff members who make deliveries to their homes. Patrons must also protect all library materials while in their custody. Staff members may choose not to deliver to a residence or leave a residence immediately and recommend suspension of service if any of the following conditions exist:

- Pets are not confined, with the exception of service animals
- The path to the residence is not safe and clear of snow and ice
- Any person in the residence is not fully clothed or dressed in revealing attire
- Any person in the residence uses abusive or obscene language, makes obscene gestures or displays obscene images
- Any person in the residence harasses the library's representative
- Any person in the residence exhibits signs of illness that may jeopardize the health of the Library's representative

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HOMEBOUND DELIVERY POLICY

- Any person is smoking inside the residence at the time of the library's delivery
- Any person is engaging in illegal activity in the residence at the time of the Library's delivery
- Any library material appears to have been willfully defaced, mutilated or damaged while in the custody of the homebound person
- Conditions in the home are unsafe or unsanitary

If a staff member must leave the home, deny service, or wishes to recommend suspension of service because the occurrence of any of the foregoing is deemed to make the home environment for delivery unsafe or inappropriate, the staff member shall provide the Homebound Services Librarian and the Executive Director with notice of such action together with any recommendation for the length of suspension of service.

The Homebound Services Librarian shall send written notice to the patron of the reason for and the length of any suspension of service, and shall provide a copy to the Executive Director. No suspension of service in excess of thirty (30 days) shall be imposed without recommendation by the Executive Director and approval of the Board of Trustees. Any homebound patron may request in writing that the suspension of service be reviewed by the Board of Trustees at the next monthly Board meeting.



Application for Homebound Library Service

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Franklin Park Public Library District
10311 Grand Avenue
Franklin Park, IL 60131
fppld.org

Contact Information: (847) 455-6016, ext. 222
(847) 455-6416 FAX
homebound@fppld.org

Applicant's Name (Please Print) _____

Street Address _____

City _____ Zip Code _____ Email _____

Telephone _____ Date of Birth ____/____/____ Female ____ Male ____

Emergency Contact:

Name _____ Telephone _____

Eligibility

Please check the reason(s) you require Homebound Library Service:

- ☐ Visual impairment ☐ Physical disability ☐ Recovery from surgery or injury
- ☐ Other (please explain): _____

Release Form & Service Agreement

By reading the following program policies and signing below, I agree to hold harmless and release the Franklin Park Public Library District, its officers, agents, employees, and representatives from any loss, liability, claim, suit or judgment that may arise out of or in conjunction with the library homebound delivery service. Further, I understand that:

- I may select specific titles from the library collection or allow library staff to select titles for me based on the preferences indicated on the following page.
- Deliveries will be made to my home on a scheduled basis.
- The library representative will only be available for scheduled deliveries and assistance in selecting materials. He/she will not assist with daily living activities or offer advice on financial or personal matters.
- I will be responsible for any library materials that are lost or damaged while checked out to me.
- The program is supervised by the library staff and that any problems with delivery service or staff are to be reported to the Homebound Services Librarian or the Director.
- I may become ineligible for the program if I do not abide by these guidelines.

Signature (If the applicant is under 18 years of age, a parent or guardian is required to sign.)

Date _____

Preferences

All materials in our circulating collection are available for home delivery.

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Please check as many as apply:

Media Type	Fiction Genres	Nonfiction Subjects
<input type="checkbox"/> Regular print	<input type="checkbox"/> Action/Adventure	<input type="checkbox"/> Arts & Crafts
<input type="checkbox"/> Large print	<input type="checkbox"/> Classics	<input type="checkbox"/> Biography
<input type="checkbox"/> Hardcover	<input type="checkbox"/> Espionage	<input type="checkbox"/> Business & Economics
<input type="checkbox"/> Paperback	<input type="checkbox"/> Family Sagas	<input type="checkbox"/> Computers & Technology
<input type="checkbox"/> Audiobooks: CD	<input type="checkbox"/> Fantasy	<input type="checkbox"/> Cooking
<input type="checkbox"/> eBooks	<input type="checkbox"/> Graphic Novels/Comic Books	<input type="checkbox"/> Gardening
<input type="checkbox"/> Movies: DVD	<input type="checkbox"/> Historical	<input type="checkbox"/> Government & Politics
<input type="checkbox"/> Movies: VHS	<input type="checkbox"/> Humorous	<input type="checkbox"/> Health & Medicine
<input type="checkbox"/> Music CDs	<input type="checkbox"/> Mystery/Detective	<input type="checkbox"/> History
<input type="checkbox"/> Magazines	<input type="checkbox"/> Religious	<input type="checkbox"/> Humor
	<input type="checkbox"/> Romance (spicy)	<input type="checkbox"/> Poetry & Literature
	<input type="checkbox"/> Romance (cozy)	<input type="checkbox"/> Psychology & Self-Help
	<input type="checkbox"/> Science Fiction	<input type="checkbox"/> Religion & Philosophy
	<input type="checkbox"/> Short Stories	<input type="checkbox"/> Science & Nature
	<input type="checkbox"/> Suspense	<input type="checkbox"/> Sports & Recreation
	<input type="checkbox"/> Thrillers	<input type="checkbox"/> Travel & Adventure
	<input type="checkbox"/> Western	

List some of your favorite authors:

I do not wish to receive materials that contain:

☐ Strong language ☐ Violence ☐ Explicit descriptions of sex

Do you currently have a Franklin Park library card? ☐ Yes ☐ No

Do you own a computer with Internet access? ☐ Yes ☐ No

Please describe in detail how to find your house, noting specific landmarks if possible: