



# PRAIRIE RIVER LIBRARY DISTRICT

## **Homebound Delivery Services Policy**

Prairie River Library District

### **Mission**

To enrich lives and strengthen communities through universal access to information and services.

### **Purpose**

The purpose of Homebound Delivery Service is to provide library materials to Prairie River Library District residents unable to come to the library. Individuals, groups, and institutions may be eligible for Homebound Delivery Service as outlined in this policy. Library staff are not caregivers and will only provide delivery services at time of delivery.

### **Scope**

The collection offers materials in choices of format, treatment, language and level of difficulty. "Materials" has the widest possible meaning and includes but is not limited to print, audiovisual, and electronic formats. "Homebound" is defined as being generally confined to the residence either temporarily, due to illness or accident, or permanently, due to age, disability or other mobility issues. "Short-term limited mobility, illness, or disability" is defined as over thirty days.

### **Criteria for Service**

- Patrons of advanced age.
- Unable to visit the library independently due to mobility impairment or disability.
- Unable to visit the library temporarily due to an injury or recovery of more than 30 days.
- Have a library card in good standing.

### **Eligibility**

- Resident of Prairie River Library District.
- Reside within current deliverable area(s) as advertised by Prairie River Library District.
- Have a library card in good standing.
- If the patron has a card with previous fees the library reserves the right to collect fees before service begins.

### **Loan Period**

All items will loan for a period of one month regardless of item type. Items are eligible for a single renewal placed before the due date/scheduled pickup by phone or online patron account. Item renewal is not guaranteed; grounds for renewal ineligibility include, but are not limited to, holds on the item for other patrons, prior renewal of the item, and number of items checked out at time of renewal.

### **Fees**

There are no fees to participate in the homebound delivery services or late fees on homebound delivery service provided items. Fees for lost and damaged items are applicable as outlined in the Prairie River Library District Circulation Policy.

Homebound delivery services may be paused due to unpaid fees or excessive damages.

### **Homebound Environment Required for Delivery**

Patrons must be available at the scheduled time and date to accept deliveries. Library staff reserve the right to leave with delivered items after five minutes at the designated door. Library employees will deliver materials to the designated door. Library employees will not enter any private residences. Patrons are solely responsible for all library materials in their custody for the duration of the loan period. Homebound delivery services can be terminated at time of delivery or at recommendation from library staff to the Prairie River Library District Director. Homebound delivery services may be suspended indefinitely if any of the following conditions exist and/or persist:

- Any animal not securely confined separate from staff; excluding service animals trained to complete a task.
- An unsafe and/or obstructed path to the designated door.
- Any person(s) at the home is in any state of undress or dressed in revealing attire
- Any person(s) at the home presents threatening behavior towards any other individual.
- Any use of abusive or obscene language, obscene gestures, or displays of obscene images

- Any harassment - of a library representative
- Any person(s) in the home exhibiting symptoms of contagious illness(s) without notifying the library
- Any engagement in any illegal activity at the home at the time of delivery
- Deliberate damage to library materials sustained while in patron custody
- Continuous damage, purposeful or accidental, to library materials sustained while in patron custody
- Continuous late book pick up and/or missing scheduled book delivery
- Conditions in and/or around the home are unsafe or unsanitary
- Any conditions or circumstances in which library staff feel unsafe.
- Library staff will wear identification at all deliveries.

Approved: November 25<sup>th</sup>, 2025