



Home Delivery Service Policy:

The Bloomfield Public Library will seek to provide homebound service to Bloomfield residents who are unable, due to medical or physical limitations, to personally visit the library, and have no other persons available to visit the library on their behalf.

Any person residing within the township of Bloomfield who is unable to come to the library because of limited mobility, illness, or handicap may request homebound delivery. Homebound status may be permanent or temporary.

Patrons wishing to apply for this service will be required to fill out a questionnaire, outlining reasons for application as well as preferences for materials. The patron may request specific titles, or the staff member may select titles for the patron based on his/her questionnaire responses. The library staff will keep a list of items that have been checked out to the patron to assure that duplicate items will not be sent from specified categories.

Those patrons enrolled in homebound delivery service will be issued a special library card – designating their homebound delivery status – that will be held at the library for checkouts. Any pre-existing library card will be transferred over to this new designation. In the instance a patron's status changes and no longer wishes to receive homebound delivery service, the card can be surrendered to the patron for normal use or deleted from the system entirely – with permission of the patron.

Delivery

Library materials will be delivered to a homebound person's residence by the Parks and Recreation Department of Bloomfield. Delivery will be once weekly at a day determined by the Parks and Recreation Department (based on availability) between the hours of 10am and 1pm. A driver from the Parks and Recreation department will deliver a tote bag (or bin) to the residence with materials. These bags/bins will be offloaded to the patron, and returned back to the library to be unloaded and refilled for future deliveries.

Materials

ONLY materials owned by the Bloomfield Public Library are available for homebound service. Homebound patrons may have up to 10 checked out items at a time. Damaged or lost materials

are the responsibility of the homebound patron. The homebound patron will not be responsible for overdue fees on items.

Adopted: March 7, 2019