

## **HOMEBOUND OUTREACH SERVICE POLICY**

Homebound Outreach Service provides library service to residents within Caldwell city limits who are unable to come to the Caldwell Public Library. The library will deliver print books, audiobooks, music CDs, and DVDs to homebound individuals, and residents of congregate and nursing housing who are unable to come to the Caldwell Public Library due to mental, physical, sensory, or social disability. This service is provided free of charge for residents of the city of Caldwell and eligibility for this service will be determined by the Outreach Project Coordinator.

Those requesting outreach services will complete a homebound outreach services application and indicate their reading interests. Deliveries are completed no more than once per week. If a different delivery schedule is preferred, patrons will need to indicate their preference in the outreach services application.

Homebound services volunteers and the Outreach Project Coordinator will do their best to ensure materials are delivered at a reasonable time. Volunteers will also do their best to deliver materials that align with patron interests.

Although this service is provided at no cost, any damaged items will be subject to a fee determined by the circulation supervisor. Items from the Caldwell Public Library will not be subject to late fines, but items that are loaned from other libraries will be subject to the regular late fines as determined by the owning library. If you notice that your due date is approaching, and you would like to keep the item longer, please contact the Outreach Project Coordinator before the due date for an extension.