

# Homebound Services Guidelines

Homebound services will be provided to residents of Bartholomew County who are unable to visit any branch of the Bartholomew County Public Library due to physical disabilities or illnesses. Patrons must contact the Bookmobile office at 812-379-1278 or [bookmobile@mybcpl.org](mailto:bookmobile@mybcpl.org) to set up the service. A form can be mailed to BCPL, 536 Fifth St. Columbus, IN 47201 Attention: Outreach. Online version of the form is available at <http://mybcpl.org/homebound>. After verifying that they qualify, staff will set up delivery specifics with the patron.

## Qualifications:

- Have a short term or permanent disability or a severe mobility issue which prevents an individual from being able to visit a library branch.
- Possess or obtain a Bartholomew County Public Library card.

## Services Provided:

- Books in any format such as audio books, large print, and paperback as well as music CDs and magazines are available for homebound services. DVDs are not eligible at this time.
- A maximum of 50 items may be checked out at one time.
- Items are checked out for four weeks and may be renewed. Delivery will take place approximately every four weeks based on the patron's needs and the library staff's schedule.
- Homebound patrons may request specific titles or ask the library employees to select items based on their interests.

## Conditions

- Library staff delivers to a patron's home, retirement community, or living facility.
- Items must be delivered directly to the patron, not left in a common area or on a doorstep.
- Homebound patrons that have friends or family members who are able to regularly visit the library on their behalf do not qualify for this service.
- Items are checked out to the homebound patron's card. While there are no overdue fees, homebound patrons are still responsible for lost or damaged materials. They may not loan their items to others.
- Library staff is not authorized to provide any other services to homebound patrons.
- Homebound patron must notify library staff when the service is no longer required.

## Environment

Library staff has the right to choose not to enter a home or to leave a home immediately for any of the following reasons:

- Any person in the home threatens or harasses the staff member.
- Any person in the home is engaging in illegal activity.
- Any person in the home exhibits signs of illness that could be transferred to library staff.
- There are pets that pose a threat.
- Conditions in the home are unsafe or unsanitary.