



### **Library @ Your Door Homebound Policy**

It is the policy of the Kent Free Library to provide homebound service to Kent Free Library's cardholders through delivery or selection of library materials. Delivery is provided to the homes of adults residing in the Kent City School District who are unable to visit the library due to surgery, long or short-term illness, or physical disability. In addition, the library will provide selection service to cardholders outside of the Kent City School district who authorize a proxy to provide regular pick up and drop off of their library materials.

### **Residents in the Kent City School District – Library @ Your Door Delivery Service**

Kent Free Library's delivery program, Library @ Your Door, brings library materials to adult residents of the Kent City School District who are unable to leave their home due to a permanent condition, or a temporary condition that will last for six weeks or more.

To qualify for this service, participants must reside within the Kent City School District, have a current Kent Free Library card, and complete a participation form. Library staff will conduct a brief interview with each new homebound patron to establish material preferences and agree to a mutually beneficial delivery schedule. Homebound patrons must also meet the Medicare definition for homebound:

*To be homebound means any of the following:*

- *Leaving your home isn't recommended by your physician because of your condition, or*
- *Your condition keeps you from leaving home without help (such as using a wheelchair or walker, needing special transportation, or getting help from another person), or*
- *Leaving home takes a considerable and taxing effort*

Residents who meet the qualifications above may also lack someone to regularly pick up and drop off materials for them. However, lack of transportation alone is not a valid reason to request homebound service.

Library staff selects books and other library materials according to the preferences of each participant in the program. To aid library staff in the selection process, users must agree to allow the Kent Free Library to maintain a history of library check outs for the sole purpose of selecting appropriate materials and to avoid duplication. The privacy of the participant is assured and the log will not be shared with anyone other than designated Library @ Your Door staff.

The library reserves the right to restrict the titles and formats requested for either homebound service based on availability. The library also reserves the right to terminate this service for any individual who no longer meets the requirements as defined above.

### **Residents Outside of the Kent City School District – Selection Service**

Kent Free Library cardholders residing outside of the Kent City School District may still qualify for selection services. However, library staff will not deliver materials to non-residents. Non-residents may designate a responsible adult to pick up, deliver and return their library materials. This requires the completion of a consent form authorizing a person, other than the cardholder, access to the cardholder's library account.

### **Circulation of Library Materials**

Kent Free Library materials may be checked out to Library @ Your Door patrons for up to six (6) weeks with the exception of new books and DVDs, which will be checked out for the standard two (2) weeks. Items owned by Kent Free Library will not accrue overdue fines. On occasion, to meet user demand, items may be borrowed from other libraries. Materials from other libraries will be checked out for the time period specified by the owning library. The library cardholder assumes responsibility for renewing items, and if necessary, for fines and fees associated with overdue, lost and damaged items, including library tote bags.

*Policy adopted on October 18, 2012 by the Kent Free Library Board of Trustees*