

OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE

Name and Policy: **Homebound Delivery Program**

Purpose: To provide library services and privileges to those patrons who are permanently or temporarily homebound.

Procedure:

1. The same requirements must be met in order to qualify for a library card. All delivery patrons must have an up to date library card from Ottumwa Public Library.
2. Existing and potential patrons may request homebound delivery service from the Ottumwa Public Library. This service is intended only for those patrons who have disabilities or mobility limitations that make visiting the library in person difficult. Once an application is completed and approved, the patron will be added to the homebound delivery route and receive visits at regular intervals.
3. When a book delivery is requested the patron shall call the library and speak to the staff in charge of the delivery program. Staff will then get in touch about the specific request and an agreeable time for the delivery.
4. It is the patron's responsibility to keep track of due dates and place a call to the library allowing enough time for the staff to pick up the book or else pay the same overdue or lost fees as other patrons.
5. This is a service free of charge to patrons living in Ottumwa, IA.

Date Created: 11 June 2012

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Date Revised: 11 March 2024

By: Ottumwa Public Library Board of Trustees