POLICY 503
SPECIAL SERVICES TO THE HOMEBOUND

Residents of the Hewlett-Woodmere Union Free School District who are physically unable to leave their homes to use the Public Library may apply for homebound delivery service. This service is not available to out-of-district borrowers who purchase library cards, or to non-residents who attend school or work in the district. The need for such service must be certified by a physician. Such certification may be requested annually.

HOMEBOUND SERVICE MAY TAKE PLACE IN ONE OF TWO WAYS:
- Having a letter on file authorizing a third party to check out library materials on your behalf, or
- Having deliveries made to your home

In both cases, homebound patrons must sign a waiver indicating that library staff may check out materials to their account. Requested materials may be picked up by an authorized person or delivered. Deliveries and/or pickups will be made once a month, Monday through Friday, depending upon the availability of staff. Requests for items should be made through the Readers’ Advisory department. Applicants must be home at time of delivery.

OTHER CONSIDERATIONS:

The same restrictions placed on the loan of items from the library building apply to items lent through homebound delivery. In addition, there may be some limitation placed upon the number of items that are delivered or retrieved at any one time because of service demands.

Materials borrowed through this service must not be returned to other libraries. Should overdue materials be returned to other libraries, fines will not be waived.

Fines on HWPL items will be waived for a maximum of 28 days beyond the original loan period.

Homebound borrowers will receive regular overdue notices and bills to remind them of outstanding materials which must be returned as soon as possible.

Failure to pay for lost and damaged items, or to return materials which have been recalled by the Library, may result in the suspension of these special borrowing privileges.

All information provided to obtain homebound service will be held in strictest confidence.

*Library staff members are not permitted to enter a private residence or a patient’s room in a health care facility.*

*Adopted. Board of Trustees, 11/20/23*
APPLICATION FOR LIBRARY SERVICES TO THE HOMEBOUND

NAME:__________________________________________

ADDRESS:_____________________________________

TELEPHONE:____________________________________

SIGNATURE:_________________DATE:_____________

LIBRARY BARCODE:______________________________

Check One:

[ ] I will arrange to have library material picked up for me. The following persons are authorized to borrow library materials with my card:

Name:________________________________________
Address:_____________________________________
Telephone:___________________________________

Name:________________________________________
Address:_____________________________________
Telephone:___________________________________

[ ] I would like the Library to deliver materials to my home. Library staff members are authorized to check out requested materials to my account, and view my reading history for the purposes of material selections.

PHYSICIAN'S CERTIFICATION: The above-named individual is under my care, and is not able to come to the Library Building because: (please check one)

[ ] Individual is permanently homebound

[ ] Individual is temporarily homebound until ________________

Physician’s Name:______________________________

Physician’s Signature:__________________________

Address:_____________________________________

Date:________________________________________