

West Hartford Public Library POLICY MANUAL

Title: Homebound Services Policy

Revised January 25, 2010

The West Hartford Public Library currently provides library materials for residents who are homebound through its volunteer loan and delivery services. Residents who are confined to their homes continuously for more than thirty (30) days (due to illness, disability or advanced age) qualify for this service.

Registration for the service can be made by telephone. Loans made through the homebound program will be exempt from fines and fees. Homebound borrowers will be responsible for all borrowed materials and the replacement costs for those materials not returned to the library when requested. Homebound borrowers are expected to return materials through the delivery service when requested.

If homebound borrowers become able to visit the library on their own, they must notify the library so that their registration status can be revised to that of normal borrowing privileges. The same borrowers can be re-registered without a waiting period in the homebound program should circumstances require that they again be confined to their homes.