

Homebound Book Delivery Program

Eligibility

Homebound service will be provided for residents of Kaukauna who are not able to come to the library. "Homebound" is defined as being generally confined to the resident either temporarily due to illness or accident, or permanently, due to age, disability or mobility problems.

Library Card

A homebound patron must have a library card to participate in the program. If a patron cannot come to the Library to register for a card, an application can be emailed or mailed to them to complete. A family member or friend may also bring an application form for the patron to complete.

Delivery Scheduled/Loan Period

Materials will be delivered by a volunteer at least once a month. Volunteers may choose to make more frequent deliveries at their own discretion. Volunteers will be in charge of picking up, dropping off, and returning Library materials. Volunteers will deliver materials to the door.

Fines/Fees/Renewals

There is no fee for homebound delivery. Overdue fines will not be charged on homebound materials, but the homebound individual will be charged for any lost or damaged materials. Homebound patrons may renew items as determined by the Library system.

Materials Available

All formats of materials are eligible for homebound materials. Items in high demand however may be excluded. Library material limits remain the same for homebound patrons. Loan periods will be adjusted for homebound patrons.

Homebound Environment Required for Delivery

Homebound patrons must provide a safe and appropriate environment for volunteers. Volunteers may choose to leave a home/facility immediately and/or to recommend suspension of a service.

During volunteer pick up and deliveries:

- Pets must be confined unless they are service animals

- A clear and safe path must exist into the home/facility
- Persons in the home/facility must be properly attired
- Persons in the home/facility must not harass, threaten, or use abusive/obscene language/gestures
- Persons inside the home/facility must not be exhibiting signs of illness that may jeopardize the health of the volunteer
- Persons inside the home/facility must not be smoking inside at the time of pick-up or delivery
- Persons inside the home/facility must not be engaging in illegal activity at the time of pick-up or delivery
- Conditions inside the home/facility must be sanitary and safe

Not following these rules may result in a suspension or termination of the service. Any issues that arise regarding the Homebound Book Delivery Program should be brought to the attention of the Library Coordinator immediately. If a suspension of service or termination has to be issued, the patron may request in writing to have the suspension or termination reviewed by the Library Board of Trustees.

Kaukauna Public Library Homebound Delivery Program

Patron Information:

Name: _____

Address: _____

Phone Number: _____

Email: _____

Family Contact: _____

Library Card Number: _____

Library Pin Number: _____

Do you use the internet to access the Library? _____

Will you or another family member be placing any holds for this account: _____

What does a volunteer need to know about your home/facility? _____

Desired Delivery Frequency: _____

Delivery Schedule: _____

Patron Preferences:

What types of materials would you like to receive? (Please check all that apply.)

Books Audiobooks on CD Playaways Music CDs DVDs Blurays Magazines

What kinds of books would you like to receive? (Please check all that apply.)

Regular print Large print Audiobooks on CD Playaways

What do you like to read? (Please check all that apply.)

Adventure Animal Stories/Nature Arts Biography Classics Cooking/Cookbooks Crafts
 Gardening Humor Inspirational Mystery/Thriller Finance Philosophy Poetry
 Politics/Government Psychology Romance Science/Technology Science Fiction/Fantasy
 Sports Travel/Geography War Stories Westerns

Who are your favorite authors? _____

What are your favorite books? _____

What kinds of DVDs or Blurays do you enjoy? _____

What types of music do you prefer to listen to? _____

What magazines do you like to read? _____

What other information should we know about when preparing items for you? _____

How many items do you want to be responsible for: _____

Do you want the Library to track the titles of materials you have borrowed to avoid duplication of titles delivered? _____

Homebound Patron Release Form

By my signature below, I hereby agree to hold harmless and release the City of Kaukauna, its officers, employees, representative and volunteers, as well as the Kaukauna Public Library, its Board of Trustees, employees, representatives and volunteers from any loss, liability, claim, suit or judgment that may arise out of or in conjunction with the Kaukauna Public Library Homebound Book Delivery Program.

I understand that the Library will arrange to have a volunteer deliver the materials to my home/facility. Further, I understand that the volunteer assigned is not required or expected to provide assistance with activities of daily living, or advice on financial, health or personal matters. Volunteers may choose to engage in these and other activities on their own outside of the purview of this assignment. I understand that materials will be delivered to my door. Volunteers may choose to enter a home/facility on their own outside of the purview of this assignment.

I recognize that any problems or conflicts with the volunteer are to be reported to the program coordinator/and or a Library staff member. I understand that I may become ineligible for this program if I do not abide the guidelines set forth.

I acknowledge that overdue fines usually will be waived and that I am responsible for lost or damaged materials.

Homebound Patron Signature: _____

Date: _____

Witness Signature: _____

Date: _____

I am a resident of **one** of the following:

Township Village City

of _____

County of _____

I accept responsibility for library materials borrowed with the library card issued to me until I report the card lost or stolen. I agree to pay fines for materials returned to the library after their due date and to reimburse the library for materials that are lost, damaged or stolen.

Signature (Applicant/Parent/Guardian)

Parent/Guardian Name (Please Print)

Drivers License #/ Form of ID

Date ____/____/____

OWLSnet 9/96

STAFF USE ONLY	
DATE _____	STAFF _____
PLACE BARCODE HERE	
DATE _____	STAFF _____
PLACE BARCODE HERE	
DATE _____	STAFF _____
PLACE BARCODE HERE	
DATE _____	STAFF _____
PLACE BARCODE HERE	

Last Name _____ (Please Print)

First Name _____ MI _____

Street Address _____

City, State, Zip _____

Home/Cell Phone _____ Work Phone _____

Email _____ @ _____

_____ I would like to be notified by email of holds & overdues

_____ Male _____ Female Date of Birth ____/____/____

If seasonal, out of town address _____

Dates for out of town address: _____

Contact Information for Homebound Patron & Assigned Volunteer

Volunteer Contact Information:

Name: _____

Telephone: _____

Email: _____

Homebound Patron Information:

Name: _____

Address: _____

Telephone: _____

Email: _____

Homebound Patron Emergency Contact:

Name: _____

Telephone: _____

Email: _____

Facility Contact Information:

Telephone: _____

Library Coordinator Information:

Ashley Thiem-Menning

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