

Home Delivery Service Policy

Adopted by the Board of Trustees April 21, 1993

Revised by the Board of Trustees May 20, 1998

Revised by the Board of Trustees July 22, 2014

Revised by the Board of Trustees February 16, 2022

Purpose

It is the policy of the Board of Trustees of the Hicksville Public Library to provide delivery of library materials to Hicksville School District residents who are unable to visit the Library because of a disability, illness, or inability to travel to the library.

Eligibility

1. Any person who resides within the Hicksville School District and holds a current library card or is eligible to renew an expired card.
2. Those unable to visit the Library due to temporary physical disability or who may be confined to their home due to prolonged illness, extended convalescence, or advanced age, and do not have a household member to pick up and return library materials.
3. Anyone who is not in violation of any Library policies.

Procedures

The Home Delivery Reference Librarian will be the link between the Library and the Home Delivery patron. His/her responsibilities include coordinating the program and making the necessary selection of materials to meet individual needs and choices.

Patrons in the Home Delivery Service Program will be entitled to have library materials delivered to their home within the following guidelines:

1. All borrowing and delivery will be by appointment, with the patron calling or emailing the Home Delivery Reference Librarian to make the arrangements.
2. The Director and/or staff member(s) designated by the Director will review all applications to participate in the program. The application may be filled out online or over the phone with a librarian.
3. The Library reserves the right to limit the number of deliveries based on availability.
4. The visit will be scheduled at a mutually convenient time. Home Delivery patrons may also opt to have materials picked up by a relative, health aide, or friend. These materials may be reserved ahead of time by a librarian.
5. Library materials will be delivered to the door.
6. Library materials that have been borrowed should be ready for pick-up by their due date unless the patron contacts the Home Delivery Librarian to request a renewal. In all cases, Home Delivery Patrons will not incur fines unless an item is lost or damaged.
7. Home Delivery patrons may borrow a total of 10 items per delivery. The Library reserves the right to limit materials marked as New. Materials not owned by the Hicksville Library may be interloaned depending on availability.

HOME DELIVERY APPLICATION

Date: _____

Name: _____

Address:

Phone Number:

Email: _____

Library Card Number: _____

Name and phone number of a friend or relative (as a secondary contact): _____

I am a resident of the Hicksville School District who is unable to use the facilities because (check all that apply):

- _____ I have a physical disability
- _____ I am confined to my home due to prolonged illness
- _____ Extended convalescence
- _____ Advanced age
- _____ I do not have a household member to pick up and return library materials.

For Temporary Application ONLY:

_____ I am experiencing a short-term loss of mobility associated with surgery/illness and request this service for a finite period of time.

I give permission to the Hicksville Public Library to keep a record of the library materials sent to me in order to avoid duplication. This information is confidential.

Signature: _____

READING PREFERENCES

Favorite Author(s) and/or Titles: _____

FAVORITE GENRES:

- Romance Mystery Historical Fiction Sci/Fic
 Westerns Non-Fiction Other _____

PREFERRED FORMATS

- Regular Print Large Print Paperbacks Music CDs DVDs
 CD Audio Books Playaways eBooks Magazines