

Home Delivery Policy

Bacon Memorial District Library's Home Delivery Program brings library materials on a monthly basis to residents of Wyandotte who are unable to leave their home due to illness, age, disability, or other qualifying circumstance, or a temporary condition that will last for six weeks or more. Each request for service is assessed on a case-by-case basis. Patrons who have set up temporary Home Delivery due to illness shall notify the library as soon as recovery allows library visits. Lack of transportation alone is not a valid reason to request homebound service.

To qualify for Home Delivery Services:

- Applicant must reside within the City of Wyandotte
- Applicant must be a registered borrower
- Applicant has no family member or designated person available to pick-up and return materials

The guidelines for this program are as follows:

1. Bacon Memorial District Library loans a wide variety of print and non-print materials including books, large print books, audio books, music CDs, movies or magazines to Wyandotte residents who qualify for this service. The Library has the right to restrict the format and any titles requested based on availability.
2. Home deliveries will be made once monthly by 2 Bacon Library staff members.
3. Participant will be listed as a Home Delivery borrower, if they are already a registered borrower, their designation will be switched to "Home Delivery".
4. Loan periods for materials are the same as for other users. Renewals will be allowed for Bacon Library items that are not on hold for someone else and are not from new collections. Renewals will be allowed on books borrowed from other libraries in accordance with The Library Network and MeL policies.
5. Because recipients of this service receive and return library materials based upon the Home Delivery schedule, no overdue fines will be charged. However, participants are responsible for all items checked out on their library cards and will be charged a fee for any lost or damaged items. Library materials are considered lost when they are 90 days overdue. Repeated loss or damage to library items will result in cancellation of service.
6. Patrons who participate in the Home Delivery program must agree to allow the Library to maintain a Reading History Log for the sole purpose of avoiding duplication of materials and circulation. The Reading History Log will only be used for internal purposes and will not be shared publically.

7. Home Delivery patrons may choose their own books, music, and movies if they wish. Using the online catalog, patrons can order books online, or call in their requests to the library and they will be ordered. For those with internet access, downloadable content is available at all times. Additional materials may be available through the Wayne County Regional Library for the Blind and Physically Handicapped.
8. Home Delivery will be suspended if Library staff determines that delivery to a patron poses a substantial risk to the health and well-being of Library staff or other patrons.

Bacon Memorial District Library Home Delivery Application

Participant Information:

Name: _____

Address: _____

Phone: _____

Email: _____

I am unable to come to the library because of (check one):

_____ Age related issues _____ Illness or disability _____ Other: _____

Emergency Contact Person(s):

Name(s): _____

Phone/Email: _____

Relationship: _____

Authorized to get information about account (Initial) _____ Yes _____ No

Library Card Information:

_____ I have a library card. My number is _____

_____ I don't have a library card yet. Please contact me about setting up a card.

By my signature below, I hereby agree to hold harmless and release Bacon Memorial Library, its officers, agents, employees, and representatives from any loss, liability, claim, suit or judgment that may arise out of or in conjunction with the Library Home Delivery service. Further, I understand that any problems or conflicts with the service are to be reported to the Home Delivery Coordinator or the Library Director. I also understand that I may become ineligible for this program if I do not abide by the guidelines set forth.

Signature of participant: _____

Reading Interests (circle all that apply):

Romance	Classic Literature	Mystery	Christian	Science Fiction	
Westerns	Poetry	Biographies	History	Philosophy	Fine Arts
Religion	Travel	Self Help	Other: _____		

Formats (circle all that apply):

Books	Large Print	Regular Print	Paperback
Movies:	Videocassettes	DVDs	BlueRay
Music/Audiobooks:	CDs	Audiocassettes	Playaways