

Homebound Delivery Application



Participate

Name: _____

Street Address: _____ City: _____

Telephone: _____ Email: _____

Acknowledgement of Program Eligibility

The Homebound service is available to anyone who is unable to get to a library because of age, disability, or illness. To be eligible for the Homebound program individuals must meet the following criteria. Please check those that apply to you:

_____ I live in the township of Silver Lake, KS

_____ I am unable to get to the library because of age-related, illness, or a disability issues

Emergency Contact Person

Please list an emergency contact, who may be required in case we cannot get in touch with you for an extended period of time.

Name: _____ Telephone: _____

Relationship: _____

Library Card Information

I have a library card. My card number is _____

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

Responsibilities of Participate:

I understand that I am responsible for payment for lost or damaged items.

Someone will accept my materials upon delivery if I am not able to, they will NOT be left outside and/or exposed to the elements.

I will notify the library of any change of address.

Statement of Consent

Please initial each statement, then sign at the bottom

As an applicant in Silver Lake Public Library's Homebound Delivery program, I acknowledge:

____ I have received a copy of and understand the Homebound Information form.

____ I understand that library staff will have access to my library account.

____ I understand that my checkout term for Silver Lake Public Library items is three weeks for books and audiobooks and one week for DVDs, with two renewals possible when no one else has a hold. Items borrowed from other libraries may have different checkout lengths and renewal policies.

____ I understand that I am responsible for replacement costs on ALL lost items borrowed through the program and that multiple instances of lost items and/or refusal to pay for them could end my participation in the program.

____ I understand that I must return all items in a timely fashion to continue participating in the Homebound program.

Printed Name: _____

Signature: _____

Date _____

Staff Initials: _____

Date: _____

Homebound Delivery Program Information

The Silver Lake Public Library's **free** Homebound service delivers books, audiobooks, magazines and DVDs to eligible patron's doors.

WHO IS ELIGIBLE? Individuals who live in the Silver Lake Township and who are unable to get to a library because of age, disability, or illness.

HOW DOES IT WORK? Come in and fill out an application or have an application delivered to your house to fill out. Once completed, the library staff delivers library materials to eligible patrons. Use our online NEXT search catalog to place a hold on specific books/materials or you can call us at 785-582-5141 and tell us what type of books and/or other materials you want and we can put it on hold for you. Staff will pick up and deliver materials that patrons select themselves and will collect materials the patrons have finished and return them to the library. Deliveries are made on a weekly basis by one of our library staff.

WHAT IS OFFERED? Materials that can be delivered through the program include books (regular and/or large-print), audiobooks on CD, magazines, and DVDs.

HOW DO I GET STARTED? Patrons can enroll for this service by visiting our Homebound Delivery webpage at <https://www.silverlakelibrary.org/services-resources/homebound-delivery/> and filling out an application. Library staff members can also drop off an application to your residence. Once this information is turned in a staff member from the library will contact you to get started.

WHAT ARE THE TERMS OF THE PROGRAM? Silver Lake Public Library's books and audiobooks check out for three weeks, and DVDs for one week; all items without holds may be renewed once if needed. Patrons must return items on time and pay any replacement charges. Multiple instances of lost items and/or refusal to pay fees/costs owed will end Homebound participation. Librarians are unable to assist patrons with other errands, household chores, etc. They are there for library purposes only. Librarians are not to search for lost or misplaced library items. It is the responsibility of the patron to keep track of all materials for return. The library staff reserves the right to choose not to enter a home or recommend suspension of service to a patron if the librarian feels unsafe.

HAVE QUESTIONS? Contact Nikki Womack 785-582-5141 or nwomack@silverlakelibrary.org