



## Western Sullivan Public Library

### HOMEBOUND PATRONS

Any resident of the Sullivan West Central School District unable to come to the Library because of limited mobility, illness, or handicap, is eligible for a homebound library card from Western Sullivan Public Library.

Residents interested in homebound delivery will be asked to complete an application for a library card and a questionnaire. Once eligibility is established, the patron will be able to telephone the library and request materials. To identify homebound patrons, enter the patron's telephone number in the computer as follows: h845-555-5555. The PTYPE for the patron will be designated "Outreach" (SP).

Materials may be delivered to the homebound patron, unless other arrangements have been made. Staff members or trustees, upon approval by the director, may deliver materials to homebound patrons at their convenience. Mileage reimbursement will be paid upon completion of WSPL's Mileage Record.

The loan period for materials sent to the homebound patron, with the exception of entertainment videos and new books, may be extended to a 21 day loan.

Homebound patrons will be responsible for any overdue fines and/or damaged or lost fees.



## Western Sullivan Public Library

Western Sullivan Public Library  
P.O. Box 594  
Jeffersonville, NY 12748

Questionnaire for potential homebound patrons

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

For eligibility, please tell us why you are applying for the Homebound Delivery service:

\_\_\_\_\_  
\_\_\_\_\_

Do you have a family member or friend who could pick up and/or return library materials for you if our staff is unavailable?

\_\_\_\_\_  
\_\_\_\_\_

What are the best days and times for you to receive a delivery?

\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

For Office Use:

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_