



Western Sullivan Public Library

LIBRARY DELIVERY POLICY

Any resident of the Sullivan West Central School District who is unable to come to the Library because of limited mobility, illness, or disability is eligible for library delivery from the Western Sullivan Public Library.

Residents interested in library delivery will be asked to complete a questionnaire, as well as an application for a library card if they do not already have one. Once eligibility is established, the patron will be able to telephone the library and request materials.

Materials will be delivered to the patron unless other arrangements have been made. Upon approval by the Director, staff members or trustees, at their convenience,, may deliver materials to patrons approved for this service. Mileage reimbursement will be paid at the monthly board meeting upon completion of WSPL's *Mileage Record*.

The loan period for WSPL-owned materials sent to the patron, with the exception of new items, may be extended to 30 days.

Patrons will be responsible for any fees incurred as a result of loss of or damage to library materials.



Western Sullivan Public Library

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

Questionnaire for patrons applying for library delivery:

Name: _____

Address: _____

Phone #: _____ Email: _____

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

Comments: _____

TO BE CERTIFIED BY A PHYSICIAN, NURSE, SOCIAL WORKER OR
CAREGIVER:

I certify that _____ is physically unable to travel to the Library.
print applicant name

CERTIFIER'S NAME: _____ AFFILIATION:

ADDRESS: _____ PHONE: _____

CITY: _____ STATE: _____ ZIP:

CERTIFIER'S SIGNATURE*: _____ DATE: _____

(*An original signature is required)

If disability is temporary, please estimate length _____

For Office Use:



Western Sullivan Public Library

Approved by: _____

Date: _____