



Homebound Delivery Service Policy

Board motion number: 2023 – 45

Date of next review: November 2027

Date Approved: November 22, 2023

Date of original motion: 15:45

Type: Public

Board Chair's signature: _____

Purpose

To define eligibility for and services offered by Orangeville Public Library's Homebound Delivery Service.

Policy

Through Homebound Delivery Service, the Orangeville Public Library will provide free home delivery of library materials to eligible participants by approved and assigned volunteers.

A delivery service to people unable to physically come to the library is in keeping with the Library's Mission Statement, the Accessible Customer Service Policy, and the Ontario Public Library Guidelines.

Eligibility

Participants will need an active library card to qualify for this service. An application form must be completed requesting access to this service.

Homebound Delivery Service is available to any person within the Town of Orangeville who is confined to home due to temporary or chronic illness or disability. Where volunteers are available, the service may be extended to non-residents who meet the above criteria.

Service

All circulating materials may be borrowed through Homebound Delivery Service, subject to the conditions of the library's Borrowing Policy.

Types of service available:

- Home Delivery: Library items delivered once per month by a library volunteer

- **Branch Pick-up:** An individual may designate a family member, friend, or caregiver to pick up library materials on their behalf

Materials will be checked out on the card of the person receiving the service. The library will maintain a record of all items checked out for the purpose of selecting materials for that person.

Library materials may be put on hold for pick-up by a volunteer or designate.

Delivery

Library materials will be delivered and retrieved by designated volunteers on a schedule that is mutually convenient for the library participant and volunteer.

If conditions in the home or approach to the home are deemed to be unsafe or unhealthy, the library may discontinue or refuse service.

Volunteers

Volunteers must provide a vulnerable sector police record check before working with this program. As set out in the Town of Orangeville's Volunteer Policy, any costs associated with such checks will be reimbursed by the library. Volunteers will be screened once per term of office. Currently, the Legislative Assembly of Ontario legislation has set the length of terms in office for all municipal elected officials at four years.

Volunteers must attend an orientation session. All volunteers must comply with the Town's Volunteering in Orangeville and Accessible Customer Service guidelines.

Staff

Full-time Public Services Staff will make an initial visit to assess the home and create a client profile.

Staff will assist volunteers with the selection of materials from our collection based on the profile created for the participant. Homebound participants may also request specific titles.

Fees

Homebound Service borrowers have extended borrowing privileges, which includes longer loan periods. Fees will be charged for lost or damaged materials. Repeated loss or damage will result in discontinuation of service.