



GLEN RIDGE PUBLIC LIBRARY

For every part of your life.

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GLEN RIDGE PUBLIC LIBRARY HOMEBOUND DELIVERY POLICY

The Glen Ridge Public Library will seek to provide homebound service to Glen Ridge residents who are unable, due to medical or physical limitations, to personally visit the library. The program is dependent on community volunteers to provide the delivery service to homebound library patrons once to twice a month.

ELIGIBILITY

Any person residing within the Borough of Glen Ridge who is unable to come to the library because of limited mobility, illness, or handicap may request homebound delivery. Homebound status may be permanent or temporary. The delivery of this service by the library is contingent on the availability of volunteers to act as couriers between the library and the homebound individual's place of residence. A Glen Ridge Public Library card is required to obtain homebound service. A homebound patron who does not yet have a library card must obtain one by providing proof of residence within the borough.

Upon applying for homebound status, the patron will participate in a phone interview with library staff, during which the library staff will establish eligibility and fill out the Homebound Service Questionnaire. The patron may request specific titles, or the staff member may select titles for the patron based on his/her questionnaire responses regarding different categories of the collection. The library staff will keep a list of items that have been checked out to the patron to assure that duplicate items will not be sent from specified categories.

DELIVERY

Library materials will be delivered to a homebound patron's residence by a volunteer member of the local community. The library will maintain a list of volunteers and seek to match those needing the service with community volunteers willing to pick up materials from the library, deliver them to the homebound patron and return used items back to the library. Delivery will be once to twice a month, depending on the availability of the volunteer. Time of delivery will be at the convenience of the volunteer. **Volunteers are not covered by the borough's insurance policy when engaged in the pickup and delivery of items to homebound residents.** Volunteers must be over 21 years old and hold a valid New Jersey driver's license.

MATERIALS

All materials owned by the Glen Ridge Free Public Library are available for homebound service with the exception of new release rental DVDs. Depending on availability, items may be requested from other BCCLS libraries. A staff member must place the BCCLS request for the patron. Homebound patrons may check out up to 10 items at a time. Damaged or lost materials are the responsibility of the homebound patron. The homebound patron will not be responsible for overdue fees on items.

Glen Ridge Free Public Library

Homebound Delivery Service Application

Patron Name: _____

Address: _____

Apartment: _____ Residence: _____

Phone Number: _____

Email Address: _____

I meet the definition of homebound in that I am unable, due to medical or physical limitations, to personally visit the library.

Yes: _____ No: _____

Signature: _____

Library Card #: _____

A valid Glen Ridge Library card will be required to obtain this service. Proof of residency is required to register for a library card.

Library materials will be delivered to your home by a volunteer member of the local community. **Delivery will be once to twice a month, depending on the availability of the volunteer. Time of delivery will be at the convenience of the volunteer.**

All materials, except new release rental DVDs, owned by the Glen Ridge Public Library are available for homebound service. BCCLS items may be requested but are subject to availability.

Homebound patrons may check out up to 10 items at a time.
Damaged or lost materials are the responsibility of the homebound patron.

The homebound patron will not be responsible for overdue fees on items.

You will be contacted by a staff member who will review this application and answer any questions you may have regarding the service.

To help us define your preferences for materials, please answer the following questions:

What format do you require reading materials in?

Standard Print: _____ Large Print: _____ Audio books on CD: _____

To help define your reading interests please check areas of interest:

Fiction: ___ Adventure ___ Best Sellers ___ Classics ___ Mysteries
___ Romance ___ Spy/Espionage ___ Legal Thrillers ___ Historical
___ Westerns ___ Science Fiction ___ Other: _____

Non-Fiction: ___ Business ___ Biography ___ Finance ___ Health
___ Sports ___ History ___ Humor ___ Nature/Animals ___ Poetry
___ Politics ___ Religion ___ Travel ___ Other: _____

Are you interested in music CDs? ___ Yes ___ No

Music categories of interest:
___ Classical ___ Opera ___ Popular/Contemporary ___ Country
___ Jazz ___ Other: _____

If you like specific artists, please list them:

_____	_____
_____	_____
_____	_____

Are you interested in DVDs? Yes No

Categories of interest:

Action Romance Comedy Classics Foreign

History Travel TV series Other: _____

Glen Ridge Free Public Library

Volunteer Application **For Homebound Delivery Service**

Patron Name: _____

Address: _____

Phone Number: _____ Cell number: _____

Email Address: _____

Thank you for volunteering to deliver library materials to our residents who are unable to personally visit the library! We have instituted this service to assist Glen Ridge residents who are unable to come to the library because of a handicap, limited mobility or illness. The delivery of this service by the library is contingent on the availability of volunteers to act as couriers between the library and the homebound individual's place of residence.

Please read the information below as well as the attached library policy on Homebound Delivery.

Your role as a volunteer:

- As a volunteer, you will be given the name, address and phone number of the homebound patron as well as some background on the resident's situation. We request that you contact the homebound patron and introduce yourself before the service begins.
- A member of the library staff will select materials, based on their communications with the homebound patron. The staff member will notify you when a package of items is ready to be delivered.
- You will be responsible to notify the patron, via phone, that you will be delivering the package and picking up items that they wish to return.
- Please return the used items to the library at your earliest convenience.
- We request that you perform this service, once to twice a month, depending on your availability.

NOTE:

VOLUNTEERS ARE NOT COVERED BY THE BOROUGH'S INSURANCE POLICY WHEN ENGAGED IN THE PICKUP AND DELIVERY OF ITEMS TO THE HOMEBOUND.

