**PALM HARBOR LIBRARY HOMEBOUND DELIVERY SERVICE POLICY**

**Policy**

It is the policy of the Palm Harbor Library to provide delivery of library materials (which have a circulation period of 28 days) to the homes of individuals who are unable to visit the library due to temporary or long-term physical illness or disability, and who reside within the Palm Harbor Fire District\*. This expansion of services aligns with Palm Harbor Library’s Long Range Plan for 2013-2015, specifically addressing “Goal 2” to seek new service initiatives, and “Objective 1” to expand off-site services. Library services enhance lives by offering enrichment and life-long learning opportunities.

**Procedure**

A library employee or volunteer will check out and deliver books to individuals participating in the library’s Homebound Delivery Service.

To qualify for Homebound Delivery Service an individual must:

1. Reside within the **Palm Harbor Fire District\*** and possess, or be eligible for a library card.
2. Submit a Homebound Delivery Service Application form to the library, and allow the Home Delivery Coordinator to visit to discuss book preferences.
3. Allow the use of your library card by the Home Delivery Coordinator to check out library materials to be delivered to you.

The Home Delivery Coordinator will determine eligibility for participation in the program.

Participants in the Homebound Delivery Service will be entitled to have library materials delivered to their home within the following guidelines:

1. All borrowing and delivery will occur on *to be determined day* of each month and the library member must be at home during this time period.
2. Participants will be permitted to receive one delivery/pickup per month.
3. Participants may borrow up to 25 items per delivery.
4. Standard circulation policies apply.
5. Books that have been borrowed should be ready for pickup by the delivery service on their due date or may accrue fines.
6. Books will be checked out for the number of days between Home Delivery visits and will not accrue fines (unless a library member has lost or damaged a book, or has kept the book beyond due date).

**PALM HARBOR LIBRARY CIRCULATION POLICIES REGARDING**

**HOMEBOUND DELIVERY SERVICE**

Getting a library card: fill out an application and provide a valid Florida driver’s license/Florida identification card or an approved alternative picture ID and one of the following

* A current TRIM notice or tax bill
* A current utility bill
* A long-term lease on property (6 months or greater) in the **Palm Harbor Fire District\***
* A deed to the property
* A current vehicle registration or title
* Voter’s registration card

Items available for delivery include items which have a circulation period of 28 days. These include:

* Regular print books
* Large print books
* Paperback books
* Books on CD
* Puzzles

Associated Fees:

* Damaged or lost materials: replacement cost of the item is the library’s purchase price plus a $5.00 processing fee.
* Collection Agency: charges on a member’s account totaling $25 or more will be submitted to a collection agency 14 days after the account balance reaches $25. When an account is submitted to the collection agency, a $10 non-refundable fee will be charged to the account.

\***Palm Harbor Fire District**

The Palm Harbor Fire District’s northern boundary is Klosterman Road; the southern boundary is Curlew Road; the western border is the Gulf of Mexico; and the eastern border is Lake Tarpon.