



WATERTOWN PUBLIC LIBRARY POLICY: **OUTREACH SERVICES**

Approved by Library Board of Trustees – March 10, 2016

HOME DELIVERY SERVICES

The library maintains an Outreach program and will provide delivery services of library materials to homebound individuals. “Homebound” is defined as being confined to one’s home due to illness, age, disability, or other qualifying circumstance on a case-by-case basis. Individuals requesting home delivery service are understood to have no other means of receiving library materials. Individuals receiving home delivery will be required to have a library card.

Qualifications:

- Reside within Watertown city limits
- Residents of Watertown health care facilities
- Residents of assisted living facilities
- Homebound individuals in their own residences

Because recipients of this service receive and return library materials based upon the Outreach delivery schedule, no overdue fines will be charged. However, participants are responsible for all items checked out on their Outreach library cards and will be charged the standard fee for any lost or damaged item.

MOBILE COLLECTIONS

Mobile book collections will be available to residents of independent living, assisted living, and full care facilities that agree to provide staff or volunteers to oversee the lending process of library materials to their residents as outlined in the **Mobile Collections Delivery & Circulation Agreement**. Residents borrowing books from the mobile collection will be required to have a library card.

Volunteers may be used to assist staff in providing Outreach Services. Tasks may include recordkeeping, delivery and pickup, and other miscellaneous duties.

For further information contact: Barbara Antonopoulos
bantonopoulos@watertownpubliclibrary.org
920-262-4090 ext. 14