

## HOMEBOUND POLICY

(Approved by the Board on February 13, 2023)

The Elyria Public Library Homebound Service is a free library materials delivery service for residents of Elyria City School District and the Keystone Local Schools, residing within the EPL service area, who are unable to visit a library because of physical limitations.

### ELIGIBILITY

To qualify for homebound services, an individual must:

- Live within the Elyria Public Library service area
- Possess a valid EPL library card in good standing or be eligible for a valid EPL library card
- Be unable to visit a library on their own because of physical impairment, chronic illness, visual impairment, or temporary, serious injury

### STARTING HOMEBOUND SERVICES

- To initiate services, an individual must complete an EPL Homebound Delivery application.

### HOMEBOUND BORROWING POLICIES

- A homebound patron may borrow up to ten (10) items per monthly delivery.
- A homebound patron assumes the responsibility for materials checked out on their library card.
  - This includes paying fees for lost or damaged materials and library-owned items.
  - Paying fines for items borrowed from other libraries.
- Homebound patrons must allow EPL to keep a record of previously checked out materials for Reader's Advisory Services.
  - If homebound patrons do not wish to have a record of materials kept, the patron must place holds on all requested materials themselves.

### DELIVERY OF MATERIALS

- Library materials will be delivered on a monthly basis.
  - Homebound delivery may be rescheduled due to unforeseen circumstances.
- Library staff will deliver materials to the door.
  - Library staff are not permitted to enter the patron's residence.

### TERMINATION OF HOMEBOUND SERVICES

- An individual may terminate homebound services at any time.
- EPL staff will review homebound service eligibility requirements on a periodic, case-by-case basis to confirm, modify, extend, or terminate homebound service.
- EPL reserves the right to terminate/suspend homebound service for any individual.

- Library staff may recommend suspension or termination of service for any violation of the Patron Conduct Policy.