

**Maywood Public Library  
Homebound Delivery Application**

Maywood Public Library District  
121 S 5<sup>th</sup> Ave  
Maywood, IL, 60153

(708) 343-1847  
www.maywoodlibrary.org  
mpld@maywoodlibrary.org

Applicant Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Emergency Contact:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Eligibility**

Visual Impairment       Physical Impairment       Recovery from surgery or Injury  
 Other (please explain) \_\_\_\_\_

**Release Form & Service Agreement**

By reading the following program policies and signing below, I agree to hold harmless and release the Maywood Public Library District, its officers, agents, employees, and representatives from any loss, liability, claim, suit or judgment that may arise out of or in conjunction with the library homebound delivery service. Further, I understand that:

- I may select specific titles from the library collection or allow library staff to select titles for me based on the preferences indicated on the following page.
- Deliveries will be made to my home on a scheduled basis.
- The library representative will only be available for scheduled deliveries and assistance in selecting materials. He/she will not assist with daily living activities or offer advice on financial or personal matters.
- I will be responsible for any library materials that are lost or damaged while checked out to me.
- The program is supervised by the library staff and that any problems with delivery service or staff are to be reported to the Homebound Services Librarian or the Director.
- I may become ineligible for the program if I do not abide by these guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If the applicant is under 18 years of age, a parent or guardian is required to sign.)

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Please check all that apply.

**Media Type**

- Regular print
- Large print
- Hardcover
- Paperback
- Audiobooks: CD
- eBooks
- eAudiobooks
- Movies: DVD
- Magazines

**Language**

- English
- Spanish

**Fiction Genres**

- Action/Adventure
- Classics
- Espionage
- Family Sagas
- Fantasy
- Graphic Novels/Comics
- Historical
- Humorous
- Mystery/Detective
- Religious
- Romance (spicy)
- Romance (cozy)
- Science Fiction
- Short Stories
- Suspense
- Thrillers
- Western

**Nonfiction Subjects**

- Arts & Crafts
- Biography
- Business & Economics
- Computers & Technology
- Cooking
- Gardening
- Government & Politics
- Health & Medicine
- History
- Humor
- Poetry & Literature
- Psychology & Self-Help
- Religion & Philosophy
- Science & Nature
- Sports & Recreation
- Travel & Adventure

**List some of your favorite Authors:**

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**I do not wish to receive material that contain:**

- Strong language     Violence     Explicit descriptions of sex

**Do you have a current Maywood Public Library card?**     Yes     No

**Do you own a computer/smartphone/tablet with internet access?**     Yes     No

**Please describe in detail how to find your house, noting specific landmarks when possible:**

## **Maywood Public Library Homebound Delivery**

### **Purpose**

The homebound delivery program at Maywood Public Library provides Library services to individuals of all ages who are residents of Maywood and are unable to physically come to the library because of temporary or long-term illness, injury, impairment, medical condition or disability.

### **Eligibility**

- Eligible users must Live in the Maywood Public Library District service area
- Eligible users must possess a valid Maywood Public Library District library card
- Eligible users must be unable to visit the library on their own due to temporary or long-term illness, injury, impairment, medical condition, or disability (medical certification is not required)

### **Application**

Homebound patrons must register for a library card if he or she does not already have one. Arrangements can be made to have the Homebound Services Librarian register a homebound patron who does not have a card.

### **Loan Procedures**

Once the patron has applied, a staff member will contact the applicant to explain how to request materials. Library staff will assist in selecting material for patrons. MPLD provides a wide variety of library materials, including books, DVDs, music, audiobooks, and large type books. Hold rules and item limits will be the same as for all other library patrons. MPLD reserves the right to restrict titles and formats requested for homebound services based on their availability.

### **Delivery and Pickup**

Materials will be delivered to and picked up from each participant's residence by library staff. A schedule of delivery will be set up during regular library business hours, depending upon the patron's needs and the availability of library staff. The materials will be delivered in an MPLD bag and must be returned in the same bag.

If, during the time of the scheduled home visit, the weather is threatening, the Librarian may reschedule their visit.

### **Fines and Fees**

Overdue fines will not be assessed for homebound services.

Fees will be charged for lost or damaged library material.

### **Home Environment**

Onsite, library staff will provide pickup and delivery services only. They cannot assist patrons in any other ways, e.g. medical, household tasks, etc. Librarians will not enter the patron's residence. Homebound patrons are expected to abide by the Patron Code of Conduct in order to receive homebound services.

If for any reason the Librarian feels unsafe or faces extremely unsanitary conditions, they can decide to remove home delivery privileges, documenting their reason (e.g. aggressive dog, etc.).