

INF-5 Homebound Services

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HOMEBOUND SERVICES

Policy Statement

Manhattan Public Library (MPL) serves the reading needs of library cardholders within Manhattan city limits who are unable to come to the library on their own due to a medical condition or physical disability.

Regulations

Home Delivery:

1. MPL cardholders who live within Manhattan city limits and are homebound are eligible for home delivery of any MPL circulating books, audiobooks, DVDs, and magazines. This service can be received on a temporary or ongoing basis, as necessary.
2. All materials for home delivery are checked out for four weeks. Materials may be renewed once for an additional four weeks if there are no other patron requests on the materials. The renewal due date is set in accordance with the next month's regular delivery date.
3. Requests for interlibrary loans may be placed for homebound patrons. Librarians will notify the Interlibrary Loan Clerk that we will need these for an extended period of time.
4. Home deliveries are made once a month on a predetermined schedule. Deliveries are arranged to accommodate both the needs of the patron and the staff schedule, but needs to be scheduled 9-5, Monday through Friday.
5. All home deliveries are made by MPL staff.
6. Homebound patrons are responsible for damaged or lost materials.

Online Resources Service:

1. Individuals who live within Manhattan city limits and are homebound are eligible to register for an MPL card from their home to enable them to use MPL online resources.
2. Photographic identification, such as a valid driver's license must be provided to MPL staff to verify account information.

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3. Staff will provide basic assistance for using library resources. Patrons should have the basic ability to use their device.
4. Staff will only visit the patron's home one time.

Selection Service:

1. MPL cardholders who are homebound or have limited mobility may request, with 24-hours' notice, that a librarian select materials for them and have the materials ready for pick-up.
2. Pick-up, delivery, and return of the requested materials can be done by the patron (if they are able) or by a friend, care provider, family member, or other person chosen by the patron.
3. Patrons requesting selection service maintain possession of their own library card and are responsible for arranging with their designated delivery person to bring that card to the library to check out materials.
4. Patrons who use the selection service are responsible for all fees accrued in accordance with MPL circulation policies.

Large Type Print Collection Delivery:

1. The North Central Kansas Library System selects and processes depository collections of large type print books for system libraries, to be delivered by those libraries to residential care facilities in their communities that serve seniors or people with medical conditions.
2. MPL Public Services makes monthly deliveries on a rotating basis to residential facilities in Manhattan that fit the above criteria.