

## HOME DELIVERY SERVICES POLICY

Through a partnership with the SJCS St. Joseph Community Services Meals On Wheels/Community Dining Program, the Merrimack Public Library offers delivery and pick up of Library materials to any Merrimack resident who is a client of the SJCS Meals on Wheels Program. At this time, this is a pilot program delivering materials only to SJCS/Meals on Wheels clients; we hope to expand this service to homebound Merrimack residents independently of SJCS with the help of dedicated volunteers in the future.

“Homebound” is defined as someone who, because of a physical or mental disability, is unable to visit the Library on his/her own without assistance, and does not have anyone who can pick up or deliver materials to him/her on a regular basis. The inability to use the Library in person may be of a permanent or temporary nature.

SJCS Clients receiving Home Delivery Services must provide a safe and appropriate environment for volunteers who make deliveries to their homes.

### Service

- Items will be selected based on the individual’s request for specific authors or titles and are subject to availability. Materials may also be chosen based on the reading interests of the individual. Library staff will use standard reader’s advisory tools for such selections. Attempts will be made to select appropriate items, but the Library is not responsible for the content of materials.
- Date of delivery is selected by the Library and SJCS.
- The individual must have an active Merrimack Public Library card in good standing or will be issued a Library card and will follow all the rules and guidelines required of a card holder.
- Materials will be checked out for 2 (two) weeks and may be renewed one time for an additional 2 (two) weeks. At this time, no overdue fines or replacement costs will be applied to SJCS Clients with the Home Delivery Library card. This will be assessed by the Library Board of Trustees after a period of 6 months.
- Any of the Library’s regular circulating collection is available, large print as well as regular print, through the Home Delivery Service. DVDs, audio books, and magazines are also available. Reference service is also provided. The Library’s telescope will not be available for check out.

### Reading History:

In order to serve SJCS Clients participating in the Home Delivery Service, the Merrimack Public Library would like to maintain the patron's reading history; anything checked out to the patron will be linked to the patron's Library account and can be accessed if there are any questions. This is especially helpful for SJCS Clients who like to read books that are part of a series because SJCS Clients will know what books they've read before. Without this history, we will have no record of what materials SJCS Clients have previously checked out.

SJCS Clients participating in the Home Delivery Services will be asked if they will grant the Merrimack Public Library permission to maintain their reading history.

### Pilot Program Review:

This Program and Policy will be reviewed in six months to evaluate if this program can be expanded to Merrimack residents who are homebound but are not SJCS Clients.