

## **Racine Public Library Home Delivery Service Policy**

### **I. Purpose**

The Racine Public Library Home Delivery Service provides home delivery and pickup of materials for community members who cannot visit the Library in person.

### **II. Patron Eligibility**

Home Delivery Service is provided to residents of Racine County living east of I-94 and who are unable to come to the Main Library or Bookmobile.

### **III. Library Card Registration**

A valid Library card is required for use of the Home Delivery Service. Community members who do not have a Library card will be issued one upon acceptance into the program.

### **IV. Application**

Community members wishing to participate in Home Delivery Service must complete an application. Any patron unable to complete a written application may contact the Library for assistance, or designate a person to complete the form on the patron's behalf.

### **V. Delivery Schedule/Loan Period**

Delivery dates and times are coordinated upon acceptance into the program. Deliveries and pickups are scheduled approximately once a month, but may individually be set to help meet the needs of each patron, as resources provide.

### **VI. Fines/Fees**

There is no fee for Home Delivery Service. Overdue fines will not be charged, but the library's standard fee schedule will apply for damaged or lost items.

### **VII. Materials Available for Home Delivery Service**

All formats of materials are available through the Home Delivery Service. Community members are responsible for all library materials while in their custody.

### **VIII. Environment Required for Delivery**

Community members requesting Home Delivery Service must provide a safe and appropriate environment for staff members who are delivering materials. Suspension of Home Delivery Service could occur if a staff member is exposed to any unsafe situations or conditions. A person's repeated failure to abide by this policy could result in termination of Home Delivery Service.

Approved by: RPL Board of Trustees

Approved Date: June 16<sup>th</sup>, 2022 (*April 15<sup>th</sup>, 2021*)

Review Schedule: Annual

Next Review Date: June 2023