

Litchfield Public Library District

Homebound Delivery Service Application

Date: _____

The Library provides delivery services to individuals in the community who are unable to come to the Library. This includes the homebound elderly, the disabled, or those unable to leave the home due to an temporary injury or ongoing illness. Applicants applying for the homebound service must possess or apply for a Litchfield Public Library card.

Name: _____

Address: _____

email address: _____

Phone # _____ Library card# _____

I need homebound delivery because: (state primary reason) _____

Would a health professional verify your need for delivery? (circle one) yes no
If so, whom? _____

Please provide the name of a person to be contacted if you cannot be reached.

Name _____ Phone # _____

Preferred Print Size (circle 1): Large Print Regular Print Either

Preferred Format (circle 1): Hardcover Paperback Either Audio CD

Please choose areas of interest from the list below. (You may check multiple areas.)

Fiction

- ___ Romance
- ___ Mystery
- ___ Westerns
- ___ Thrillers / Adventure
- ___ Christian Fiction
- ___ Science Fiction
- ___ Paranormal Romance
- ___ Other: _____

Non-Fiction

- ___ True Crime
- ___ Sports
- ___ Historical
- ___ Current Events
- ___ Religion / Self-Help
- ___ Other: _____

Biography

- ___ historical
 - ___ celebrities
 - ___ war / military
 - ___ sports
 - ___ other _____
- check here if you have no preferences and like to read EVERYTHING!* _____

Please list favorite authors here: _____

Would you like to receive DVDs? (circle one) yes no
If yes, what types of movies do you enjoy? (circle as many as apply)

Comedy Romance Suspense Documentaries TV Series

Deliveries will be scheduled for once or twice per month.

Please indicate which you prefer. (Circle one)

once per month twice per month

How many items would you like to receive per visit? (circle one)

1 - 5 6 - 10 11 - 15 15 - 20

What is the best time for delivery? (circle one)

mornings (9am - noon) afternoon (1-4pm)

Our delivery day is normally Thursdays.

Participants in the homebound delivery program will not be charged fines on items but will be assessed replacement costs for all materials that are lost or damaged while in their care. Materials overdue for 60 days are considered "lost" and must be paid for as such. Materials must be returned in the bag provided by the Library. Loss or damage of the bag will result in a \$10.00 fine. Persons who continue to have damaged or lost material may be dropped from the delivery program at the Library's discretion.

In order for us to provide home delivery, we must ask for your participation by providing a safe and appropriate environment for Library staff to deliver. This includes, but is not limited to, having large pets confined when books are being dropped off, and notifying the Library if you will not be available for your scheduled delivery date and time. Library materials may not be left unattended outside the home. Doing so may result in being dropped from the program.

By signing below, I attest that I am homebound and unable to visit the Library on my own and wish to receive delivery from the Library. I acknowledge my responsibility to the Library and agree to abide by these and any other rules set forth by the Library.

Signed _____ **Date** _____

For any questions, to change your delivery preferences, or to cancel a delivery, please call the Library at 217-324-3866 or email at library@litchfieldil.com