

Application for Homebound Service

(Applicant must have CCPL account or submit application for library card.)



CCPL Delivers is a service provided to homebound patrons. We deliver materials to any county resident who has an ongoing physical condition that prevents them from leaving their residence to visit one of the library's physical locations. Library staff will deliver materials to enrolled patrons once a month, and will change out materials from the previous visit.

- This is a free program; however, patrons will be charged for **lost and/or damaged** materials.
- Patrons on this program **cannot use the services of CCPL's physical locations.**
- Patron or contact person listed below **must be present** to accept materials in order to prevent theft. Staff will not leave materials and the visit will be considered a missed delivery.
- Library staff are to remain outside the residence. Library staff will not assist with daily living activities or offer advice on financial, medical or personal matters.
- Patron can suspend services with notice if extended stays are required at other facilities.
- CCPL reserves the right to reassess any applicant for eligibility as well as the right to cancel services at any time.
- Services may be discontinued for safety, health concerns, or inappropriate appearance/behavior.
- Services may be discontinued if three (3) consecutive delivery dates are missed without notice.
- **Residents in assisted living facilities must make arrangements to exchange books at the front desk—library staff will not enter private rooms.**

Keep this sheet for future reference. Send back the next 3 pages.

NAME: (LAST, FIRST) _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ DATE OF BIRTH: _____

EMAIL ADDRESS: _____

LIBRARY CARD NUMBER: 2740000 _____

DO YOU HAVE INTERNET SERVICE AND ARE ABLE TO ACCESS THE
CCPL WEBSITE? WWW.CCPL.LIB.OH.US

___ YES, I USE THE INTERNET ___ NO, I DO NOT HAVE ACCESS

REASON YOU ARE UNABLE TO VISIT A CCPL LOCATION

(PLEASE DESCRIBE):

___ VISUAL IMPAIRMENT _____

___ DISABILITY _____

___ CHRONIC ILLNESS _____

___ OTHER _____

ADDITIONAL CONTACT PERSON: This authorizes the person below to act as an additional proxy who has access to the information on the library account, including financial information. If you have a Power of Attorney or Guardian, please include them below:

(Name) (Relation) (Phone Number)

Your CCPL account allows you to borrow digital versions of most books, magazines and movies.

Would you be interested in obtaining assistance with downloading digital formats to your tablet or computer? YES NO

(CCPL does not offer e-readers for borrowing at this time.)

Please read and sign below:

I am applying for the privilege of borrowing library materials from Clark County Public Library Homebound program.

I give permission for CCPL staff to use my library card number to check out materials on my behalf.

I agree that a record of library materials checked out on my account and my reading interests may be kept, with the understanding that this information will be kept confidential.

I declare that I am homebound and unable to visit CCPL physical locations due to health, mobility, visual impairment, blindness, physical disability or permanent incapacity.

X _____
(Signature) (Date)

RETURN FORM TO:
CLARK COUNTY PUBLIC LIBRARY, ATTN: HELGA SPOTTS
PO BOX 1080, SPRINGFIELD OH 45501-1080

FAX TO: (937) 328-6908

EMAIL: hspotts@ccpl.lib.oh.us

You will be contacted when your paperwork is received; at that time you will be informed if you will begin the program. If all spaces are filled, you will be put on the waiting list.

Homebound Request Form

Material Type (please circle):

Regular Print or Large Print

DVDs

(Except for new: DVDs circulate for 1 week in the library system; we must limit your choices to older titles or until a title drops in popularity)

CDs (Except for new)

Audio Books (Except for new)

Genre:

Best-Selling Authors

General Fiction

Horror

Sci-Fi/Fantasy

Mystery

Western

Gentle Reads

Urban

Non-Fiction

Items Per Month (limit 15): _____

Specific Titles, Authors or Subjects (you may call and request specific titles at any time):

Patron Name: _____