



PICK-UP/RETURN SERVICE BY HOMEBOUND PATRON'S REPRESENTATIVE

(i.e. AIDE, FAMILY MEMBER, TRUSTED FRIEND, ETC.)

The Bookmobile Department now offers outreach service to **qualified** homebound individuals if they can provide a person to pick up and return materials. (See application form.)

- The patron may request specific items/titles in any format except framed art.
- Selected items will be checked out to patron for 28 days.
- Items ready for pick-up will occur once every two weeks.
- Specific title requests from patron must be provided to the Bookmobile Supervisor no less than **3 business days prior to scheduled pick-up**. Titles are subject to availability.
- No additional items can be checked out by aide/representative.
- The patron must have a CCPL card in good standing.

How it works:

1. Patron fills out application form to qualify for service.
2. Patron will be interviewed via phone for preferences, go over the service guidelines, and have a chance to ask questions.
3. Items will be checked out through the Bookmobile at the department's office in the Main Library building at 201 S. Fountain Avenue, Springfield.
4. Items will be sent to the Main Library's Circulation Desk and held for 7 days.
5. Representative of patron need only go to the desk and ask for the items. They will already be checked out for 28 days.
6. Patron is allowed **2 missed pick-ups**. On the 3rd instance, service will be discontinued.
7. **REQUIRED:** Patron's reading history will be activated. A list of items checked out on the account will accumulate for 3 years or 3,000 items, whichever occurs first.
8. Bookmobile Office hours of operation are Monday – Friday, 8 a.m. to 5 p.m.
9. All facets of the Homebound Service are handled through the Bookmobile Office.

PLEASE NOTE:

Patron assumes all responsibility for the actions of his/her representative and/or the items checked out through the Bookmobile Office. He or she may be billed for lost or damaged items.

Library staff at the Circulation Desk will not release items to the representative of the patron without the library card present.

1. Who are your favorite authors?

2. What are some titles of books you've enjoyed reading?

3. Please check your format preferences.

- Books: Hardcover____ Paperback____ Large Print____
 Audio Books: Tape____ CD____ MP3____
 Videos: DVD____ Blu-ray ____

4. Do you have Internet access (yes or no)? _____

I understand that I assume financial responsibility for the materials I receive. I will make sure that the materials are returned to the Clark County Public Library or I agree to pay the return postage when I mail the materials back. (Return postage is not required on large print books with Certification of Disability on file in our office.)

SIGNATURE: _____ DATE: _____

Please Return to:
Bookmobile Department
Attention: John Pelletier
201 S. Fountain Avenue
Springfield, OH 45506
Direct all questions to:
937-322-2821



HOMEBOUND SERVICE QUALIFICATION FORM

NAME: LAST: _____ FIRST: _____ MI: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ DATE OF BIRTH (MM/DD/YY): _____

EMAIL ADDRESS: _____

LIBRARY CARD NUMBER: _____

This service is provided for those who are homebound and cannot physically go to the Main Library, any branch library or the Bookmobile.

Are you unable to visit a library because of: Visual Impairment: _____ Disability: _____ Illness: _____ Other: _____

What format of library material do you prefer? Check all that apply.

Regular Print: _____ Large Print: _____ Magazines/Periodicals: _____ Books on CD: _____ DVD: _____ Music CD: _____

Reading Preferences

Do you prefer Fiction Stories or Non-Fiction? _____

Please circle your preferences:

- Classics Adventure
Adventure/Suspense Animals
Romance: Arts
(Circle selection) Contemporary, Biography
Historical, Gothic, Light, Regency, Business
Other _____ Crafts/Hobbies (what type?): _____
Mystery: History
(Circle Selection) Detective, Police Humor
Procedural, Amateur Sleuth Philosophy
Science Fiction Poetry/Plays
Horror Politics and Current Events
Western Religion (Denomination): _____
Thriller: Sports:
(Circle selection) Spy, Psychological, Travel/Geography _____
Legal, Medical True Crime
Fantasy Other _____
Other _____