

## Homebound Delivery Policy

The Coshocton Public Library offers free delivery to all residents of Coshocton County who are disabled or homebound because of long-term illness or advanced age and are physically unable to come to the library.

1. Persons using the Home Delivery Service must be qualified for this service. "Qualified" includes:

Patrons who reside in Coshocton County and who are unable to use the Coshocton Public Library, West Lafayette Branch, or Bookmobile due to long-term illness or injury, disability or limited mobility, or senior citizens without transportation.

2. Staff may retain lists of materials that have been sent in order to avoid repetition. These lists are confidential and are only to be used for making appropriate selections.
3. Overdue fines will not be charged on materials obtained through Homebound Delivery Service. Replacement charges will apply for lost or damaged materials.
4. Deliveries are scheduled on a regular, monthly basis. These times are scheduled in advance. If patrons receiving Homebound Delivery display a pattern of not being present for their scheduled delivery times, Homebound Delivery may be canceled.
5. Homebound Delivery Service is contingent on the number of staff available.
6. In order to ensure the safety of library staff, we ask the following of our Homebound Delivery patrons:
  - Household members refrain from smoking and pets are kept restrained while library staff is visiting
  - Walks and drives are kept clear from ice and snow accumulation
  - Materials, including delivery crates and bags, are kept clean
7. Scheduled Delayed Deliveries are available for those currently qualified as homebound, but are temporarily residing somewhere other than their home for medical reasons not exceeding one year. Those qualifying for delayed deliveries will remain a homebound status but without receiving deliveries until after they return home.

If you have any questions or concerns regarding the library's Homebound Delivery Service, contact the Adult Services Department at 740-622-0956.

Board of Trustees

Coshocton Public Library  
February 2019  
Updated September 2021  
Updated June 2022