

HOMEBOUND DELIVERY SERVICE POLICY
(BOOKS ON WHEELS)

POLICY:

The Nicholas P. Sims Library's Homebound Delivery Service Program will bring library materials on a monthly basis to residents of Waxahachie, Texas who are unable to leave their home due to a permanent condition, or temporary condition lasting six weeks or more. Library staff will select books, in original, large print, or audio format, according to preferences of the homebound library user.

QUALIFICATIONS:

To qualify for the service of delivery, patrons must reside within the City Of Waxahachie, Texas, have a valid library card, meet the terms of the program and qualify for the service by matching the definition of homebound, as defined by the United States Centers for Medicare and Medicaid Services. This definition is as follows:

1. The individual has a condition due to an illness or injury that restricts his or her ability to leave their place of residence except with the aid of supportive devices such as canes, wheelchairs, and walkers; the use of special transportation; or the assistance of another person; or if leaving home is medically contraindicated.
2. The condition of the patient should be such that there exists a normal inability to leave home and consequently, leaving home would require a considerable and taxing effort.

In most circumstances, if a resident drives, he/she would not be considered homebound.

Patrons who participate in the Homebound Program must agree to allow the Library to maintain a Reading History Log for the sole purpose of avoiding duplication of materials and circulation. The Reading Log History will only be used for internal purposes and will not be shared publicly.

The Library has the right to restrict the format and any titles requested based on availability and to terminate the service to any individual who does not meet the requirements as defined above.

SAFETY/SECURITY:

Homebound services are provided at no cost to the patron. Delivery will be scheduled at the mutual convenience of library staff and patron once a month. Homebound patrons will not be charged overdue fines, but will be charged for any materials that are lost or damaged. For the protection of patrons and the protection of library materials, items will only be delivered directly to the homebound patron, a designated family member, or a facility/residence staff member.

Patrons requesting homebound services must provide a safe and appropriate environment for library staff or volunteers who make deliveries to their homes, and patrons must protect all library materials while in their custody.

Library staff may choose not to enter a home, to leave a home immediately, and/or recommend suspension of homebound service if any of the following conditions exist:

- 1) Any person in the home presents threatening, obscene, or abusive language, gestures, or images.
- 2) Any person in the home harasses the library representative(s).
- 3) Any person in the home is engaging in illegal activity at the time of service.
- 4) Any person in the home exhibits signs of illness that may endanger the health of the library representative.
- 5) The conditions of the home and/or property are unsafe or unsanitary.

Original: January 2017

Revised: February 2023

Reviewed: 2024, 2025

Approved by the Library Board of Directors

Patron Name: _____

Address: _____

Phone Number: _____

Additional Contact Name: _____

Additional Contact Number: _____

By signing this application, I agree that I am responsible for any/all library materials borrowed through Sims Library. I also agree that I meet the definition of homebound, as defined by the United States Center for Medicare and Medicaid Services:

Residents are to be considered homebound if they have a condition (due to an illness or injury) that restricts his or her ability to leave their place of residence except with the aid of supportive devices such as crutches, canes, wheelchairs, and walkers; the use of special transportation; or the assistance of another person; or if leaving home is medically contraindicated.

The condition of the patient should be such that there exists a normal inability to leave home and, consequently, leaving home would require a considerable and taxing effort. In most circumstances, if a resident drives, he/she would not be considered homebound.

Yes, I Agree _____ No, I do not agree (Please Explain)

Patron Signature _____

Staff Signature _____

Please answer the following questions:

1. Do you prefer materials in Large Print or Standard Print format?

Large Print

Standard Print

Audio Book

Please help us to define your reading preferences (Check all that interest you)

- | | |
|----------------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Adventure | <input type="checkbox"/> Business |
| <input type="checkbox"/> Best Sellers | <input type="checkbox"/> Biographies |
| <input type="checkbox"/> Classics | <input type="checkbox"/> Finance |
| <input type="checkbox"/> Spy / Espionage | <input type="checkbox"/> Health |
| <input type="checkbox"/> Legal Thrillers | <input type="checkbox"/> History |
| <input type="checkbox"/> Political Thrillers | <input type="checkbox"/> Humor |
| <input type="checkbox"/> Historical | <input type="checkbox"/> Nature / Animals |
| <input type="checkbox"/> Contemporary | <input type="checkbox"/> Poetry |
| <input type="checkbox"/> Christian/Inspirational Fiction | <input type="checkbox"/> Politics |
| <input type="checkbox"/> Mysteries | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Romance | <input type="checkbox"/> Self-Help |
| <input type="checkbox"/> Science Fiction / Fantasy | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Westerns | <input type="checkbox"/> Travel |
| | <input type="checkbox"/> True Crime |

Please expand or add additional comments, if necessary:

Approved by the Library Board, May 2015