



MORTON GROVE PUBLIC LIBRARY

6140 Lincoln Avenue, Morton Grove, IL 60053-2989 • 847-965-4220 • www.mgpl.org

Homebound Services Policy

The Morton Grove Public Library offers materials delivery service to patrons who are valid MGPL cardholders and are unable to come to the Library due to a temporary or permanent disabling condition.

Eligible patrons may complete a Homebound Delivery Service application form and submit it to the Adult Services staff. If an eligible resident of Morton Grove does not have a valid library card, an application for a card can be completed during the first home visit.

Delivery will be scheduled at the mutual convenience of staff and patron, generally once every two weeks. Deliveries may be made by Library staff or Library volunteers, as available.

All library materials are available for home delivery with the exception of 3-day DVD/Blu-Ray films and items designated as "Quick Picks." All Library policies, including fees and limits, apply to those receiving homebound services; however, overdue fines will not be assessed because of the delivery schedule or because of events beyond the control of homebound services clients.

Materials will be checked out on the card of the person receiving the service. The Homebound Services librarian will maintain a record of all items checked out by a homebound patron for purposes of selecting materials for that person.

Patrons who are eligible for homebound delivery service but who have a household or family member or other authorized person willing and able to pick up library materials, deliver them and return them to the library may designate one or more individuals to use the patron's library card on the patron's behalf. Such designated persons will have full access to the patron's record.

Homebound delivery service will terminate when the eligibility requirements are no longer met or at the request of the patron, patron's parent or legal guardian, or an individual with power of attorney to act on behalf of the patron.

Approved by the Morton Grove Public Library Board of Trustees on September 14, 2017.