



## 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.

### Eligibility

- Must be a resident of Morton Grove
- Unable to come to the Library due to a temporary or permanent disabling condition
- Valid Morton Grove Public Library card. If an eligible resident of Morton Grove does not have a valid Morton Grove Public Library card, an application for a card can be completed during the first home visit.

### Application

A Homebound Delivery Service [application form](#) must be completed and submitted to Library staff.

### Selection of Materials

- All Library materials are available for home delivery. All Library policies, including checkout limits, fines, and fees apply to those receiving homebound services.
- Materials will be checked out on the card of the person receiving the service.
- The Library representative coordinating Homebound Services will maintain a record of all items checked out by a homebound patron for purposes of selecting materials for that person.

### Delivery

- Delivery will be scheduled at the mutual convenience of the Library and the patron, generally once every two weeks.
- Deliveries are made by Library staff or another Library representative, as available.
- Library staff or representative may choose not to enter a home, 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 is not dressed properly and/or is dressed in revealing attire.
  3. Any person in the home harasses the Library representative
  4. Any person in the home is engaging in illegal activity.

5. Any person in the home exhibits signs of illness that may endanger the health of the Library representative.
6. The conditions of the home and/or property are unsafe for any reason.

### **Termination of Service**

Homebound delivery service will/may be terminated for the following reasons:

- 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.
- Homebound delivery service eligibility requirements are no longer met.
- Failure of the homebound patron to abide by any and all policies of the Morton Grove Public Library.