

Outreach and Homebound Services

The library district is committed to providing service to all members of our community. This goal makes it necessary for staff to provide a variety of activities outside the physical library facilities and are identified as Outreach Services. Homebound Services, K-12 Schools visits and Community Engagement are all subsets of Outreach.

Section 1: Eligibility

Individuals, groups and entities are eligible for outreach services, defined as library services provided in a physical location outside of the library's walls and/or library materials mailed to their homes, if they reside in or are located within the boundaries of the Indian Trails Public Library District. Eligibility covers members who either permanently cannot access the library or on a temporary basis. There is no age restriction.

Section 2: Outreach

Outreach services provided by the library may include but are not limited to:

- Onsite visits by staff to provide instructional services, programming, library card registration, circulation of materials, summer reading registration, or other services.
- K-12 School visits is a form of outreach provided by library staff at the K-12 schools within the library's district.
- Community Engagement is long-term Outreach that often develops from partnering with organizations and business within the library's district around a shared program, service or event that benefits both organizations and it's shared audience.

Section 3: Homebound Service

A special subset of Outreach Services is Homebound Service. This is the provision of **home** material delivery to members with ITPLD cards who have disabilities or disabling conditions that prevent them from coming to the library. Individuals, groups and entities to whom the library may provide outreach services include but are not limited to:

- Senior centers and senior residences
- Residents who are physically unable to visit the library
- Agencies caring for disabled people
- Village facilities located within the library district
- Park district facilities located within the library district

The level of outreach service provided will be determined by the library director consistent with the library's vision and values.

Items circulated to homebound patrons are checked out to the individual's card or residential facilities upon their choice. Fines are not accrued on homebound cards; however the individual or residential facility is liable for lost or damaged materials. Members living in their own residential facilities who cannot physically get to the library, may renew their library account over the phone with library staff. (From Policy 3.20 Library Use & Loan Section 1:8)

In addition to those services, the library acts as facilitator between the member and the federal program known as "Services to the Blind and Physically Handicapped." As directed by the library's own mission and state and federal laws, the library seeks to offer the same services to members with disabilities as to all other segments of the population.