

Whiting Library Home Delivery Policy

Home delivery is offered to patrons of the Whiting Library who are in good standing.

It is available to those who, due to physical limitations, are unable to visit the library and are considered "home bound".

Home delivery is offered to provide free and equal access to library materials.

All responsibilities of Whiting Library membership apply to home delivery:

- The patron must be in good standing

- The patron is responsible for the care of materials from delivery to return

- Loss of materials and overdue materials are subject to replacement costs

- Materials will be checked out for two weeks at a time

- Materials may be renewed, otherwise they are expected to be returned on time

Home delivery is offered within ten miles of Whiting Library according to Google Map mileage.

Home delivery will take place on Wednesday, when possible, based on standing orders or orders placed by Tuesday of same week.

Home delivery items must not to be left unattended at delivery address.

The items will be placed according to delivery instructions at patron's address.

Patron's home must be readily accessible and safe to approach.

Home delivery is available to one address per patron, residence only.

Home delivery is available only to the applicant.

Home delivery will be provided by library staff member or authorized volunteer.

Library staff member will not be allowed to enter residence or to remove items other than library materials being returned.

Home delivery will be limited to a maximum of five items at a time.

Materials are limited to current holdings of the Whiting Library.

Librarian reserves right to limit or discontinue service.

Approved June 2023

Application for Home Delivery

Name _____

Address _____

Directions to home address _____

Distance from Library _____

Phone _____

Detail description of where to leave delivery/pick-up _____

Best time of day for delivery/pick-up _____

Special instructions regarding choice of materials:

Books _____

Topics _____

Audios _____

Visuals _____

Other _____

By this Signature I agree to abide by the policies of the attached Home Delivery form
and of the Whiting Library

Library Phone 802-875-2277

Signature

Home Delivery Request Form

Date _____

Name _____

Address _____

Phone _____

Items requested

Items may not always be available

Would you accept substitutes? _____