



SUBJECT: HOMEBOUND SERVICE POLICY

Policy No: 2015-11

Date: September 21, 2015

Review Date: September 2019

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PURPOSE

To set the eligibility for participation and outline the type of service offered by Innisfil Public Library to homebound residents.

POLICY

General

Homebound Service provides free home delivery of books and other library materials by designated volunteers.

Application

This policy applies to all Staff and volunteers who facilitate the homebound delivery service and to all recipients of the service.

Guidelines

Eligibility

This service is available to any person within the Town of Innisfil who is confined to his/her home or a health care institution because of a temporary or chronic disability. Where volunteers are available, service will be extended to non-residents with valid library cards who meet the above criteria.

Service

The following materials may be borrowed:

- Books – large print, paperbacks, etc.;
- Audio books;
- Magazines – current issues excepted;
- Other formats/materials, subject to Management approval.

Delivery

Materials will be delivered by designated volunteers based on an approved schedule, which is always contingent upon safe travelling conditions.

Volunteers

All volunteer drivers will be recruited according to the Library's current Volunteer Policy and will be expected to adhere to all Library policies and procedures and applicable legislation.

Police Records Checks

As part of its due diligence, the Library Board requires that all volunteers who may interact directly with children and/or vulnerable adults must provide a criminal record check prior to working with these groups. These volunteers will be re-screened every two years.

Related Policies:

Volunteer Policy

Police Checks for Staff/Volunteers Policy

Approved by the Innisfil Public Library Board, September 21, 2015, Motion Number: 2015.73

Supersedes Policy #2011-04, approved March 21, 2011, Motion #2011.19; & Policy #2008-01, approved January 21, 2008, Motion #2008.05; & Policy #2004-05, approved March 8, 2004, Motion #2004.23.