

Homebound Service Policy

The Powers Memorial Library Homebound Delivery Program delivers library materials to the residents of Palmyra who are unable to leave their home due to a permanent or temporary disability, surgery, or extended illness. Our program's goal is that you can have full access to library services without having to actually visit the library. Library staff will select the items according to the preferences of the homebound library user. The Powers Memorial Library will work closely with the Jefferson County Meals on Wheels organization and volunteers of the Friends of the Powers Memorial Library to fulfill our objective.

To qualify for the service, patrons must reside within the Village or Township of Palmyra, have a valid library card and submit a Homebound Delivery Service Application. Patrons who participate in the Homebound Service must agree to allow the library to maintain a reading history record of what they chose; so as to avoid duplication of materials and circulation. This reading history record will only be utilized by staff and will not be shared publicly.

How It Works:

- The patron fills out the Homebound Delivery Service Application and fills in the necessary reading information, so as to assist staff members in the selection of materials. Please call the main circulation desk 262-495-4605 and an application will be sent to you.
- After the staff has determined the eligibility of the patron for the program, a file will be created at the library with the patron's information: library card, reading criteria, and their reading history record. Powers Memorial Library staff will contact you if additional information is needed begin to set-up a delivery / pickup schedule.
- Materials will then be selected by the staff and checked-out to the patron. A maximum of 6 items may be checked-out with a loan period of 4 weeks.

- The materials will be prepared for delivery and an appointment will be set-up with Meals on Wheels or a volunteer of the Friends of the Powers Memorial Library. A delivery schedule is then set-up to deliver to you approximately every 4 weeks. One renewal will be allowed for materials belonging to Powers Memorial Library. No renewals will be allowed on materials belonging to other libraries, expect at the judgment of the staff of Powers Memorial Library.
- When the items are returned, staff will check them in. As the Homebound Service Program is a free service to those that qualify, there will be no overdue fines associated with items. Patrons are encouraged though to have materials ready to be returned in a timely fashion. Since program participants are wholly responsible for the materials checked out on their card, please do not lend materials to others. Normal fines and fees will be applied to lost or damaged materials.
- Limits to the Homebound Service:
 - Interlibrary loan materials outside of the CAFE catalog are not available through this service.
 - Only one delivery / pickup to each participant every month.

