

WATERFORD PUBLIC LIBRARY

49 Rope Ferry Road

Waterford, CT 06385

860-444-5805

**APPLICATION FOR HOMEBOUND LIBRARY SERVICE**

In keeping with its mission of helping the citizens of Waterford enrich their lives through access to ideas, information, and entertainment, the Waterford Public Library offers delivery and pickup of library materials to homebound Waterford residents.

The Library is pleased to partner with Thames Valley Council for Community Action, Inc. /Retired & Senior Volunteer Program. TVCCA/RSVP volunteers will provide the delivery and pick-up services for the Library.

Date of application: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

I have read and attest to my eligibility to participate and agree to abide by the library guidelines and rules governing homebound library service as set forth on the reverse side of this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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FOR LIBRARY USE ONLY:

<i>WPL library card</i>	<i>Yes</i>	<i>New issued</i>
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<i>Library questionnaire completed:</i>	<i>Yes</i>	<i>No</i>
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<i>Approved/To TVCCA:</i>	<i>Yes</i>	<i>No</i>
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*Director/designee:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*TVCCA approval date:* \_\_\_\_\_

*Service start date:* \_\_\_\_\_

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Homebound Library Service

- ‘Homebound’ is defined as an individual who, because of a physical or mental disability or long-term illness, is unable to visit the Library, and does not have anyone who can pick up/deliver materials to her/him on a regular basis.
- Participants must live in Waterford or Quaker Hill and have a valid Waterford Public Library card. New library card application enclosed.
- While enrolled in the program the participant’s library card will be kept at the library.
- Participants must complete a telephone interview with TVCCA staff, agree to an initial home visit from TVCCA and meet all TVCCA requirements.
- Participants will complete the library questionnaire about interests.
- Participants agree to allow the library to maintain records of borrowed materials.
- Maximum of 10 items in total per delivery:
  - May include books, magazines, music CDs, audio books and up to 5 movies (due to limited collection).
  - Current bestsellers and other items in high demand may not be available.
  - Specific titles may be requested through library staff.
- All items must be available at the Waterford Public Library.
- Pick-up/delivery will be scheduled as staffing permits but at least once per month.
- Overdue fines will not be charged but established fees will be charged for lost or damaged items.
- Items will be delivered, and must be returned, in library-provided bag.
- When new materials are delivered, items from the previous delivery must be ready for return.
- The Library may terminate service to any individual who fails to meet the eligibility requirements or misuses the service.
- The Library reserves the right to amend, modify, add or delete any of the terms of this service without prior notice.