

Home Delivery Service

Application & Agreement

Name: _____

Apartment complex or facility name: _____

Address: _____ Apt. or Room _____

City: _____ Zip: _____

Phone: _____ Birth date: ____ / ____ / ____

Email: _____

Please provide emergency contact information for a friend or family member, not a paid caregiver or care facility staff member.

Name: _____ Phone: _____

Email: _____

Which one of these best describes your situation?

- I am primarily homebound and cannot travel to a Library location.
- I can travel to library but cannot carry materials back home
- I reside in a care facility and cannot travel to a Library location.
- I am temporarily homebound, but expect to regain mobility within _____ months.

With some training, would you be able to use your computer to access the Library's online catalogue to place your own holds? _____

Home Delivery Patrons' Rights & Responsibilities

To ensure your Home Delivery visits are safe and enjoyable for all, please review this statement of your rights and responsibilities.

Your Rights

- We will treat you with courtesy at all times.
- We value your privacy and will not divulge any of your personal information or your use of Library materials unless compelled to do so by a court of law.
- To those who want our assistance, we will provide reader's advisory service and do our best to provide you with materials that reflect your interests and information needs.
- So that we may serve you better, we will keep a record of your reading history.
- We will provide full access to the Library's collection of materials and services and do our best to provide materials in the formats you prefer.

- We will provide your material on a reliable monthly schedule and will attempt to notify you if we have to deviate from the schedule.
- We will spend 15 minutes with you during each visit to discuss your satisfaction with materials we've provided and take your requests for future deliveries.
- We will communicate with you regarding overdue items and holds. You will not receive overdue or hold notices directly unless you tell us you want to receive them.
- This service is reserved for those with significant barriers to accessing Library service at one of our locations. We are committed to providing you with this service as long as your circumstances require it. When appropriate, we may reassess your eligibility for this service and may suggest other service options.

Your Responsibilities

- When you are enrolled for this service, there are special privileges offered such as longer loan periods and more leniency regarding fines. For this reason you may not allow other people to check out materials on your card.
- Please treat our staff members with courtesy at all times.
- Materials must be returned after one month so other Library patrons can enjoy them. You may place a request for items you would like to borrow again in the future.
- Damaged, overdue or lost materials may result in fines or temporary suspension of service.
- Please ready materials for pickup before your delivery time.
- We value a safe and healthy work environment for our staff. If you smoke in your home or have pets, we may arrange for pickup and delivery at the door. In extenuating circumstances, we reserve the right to suspend service.
- Please be modestly clothed when receiving your delivery.

Signature _____ Date _____

Kitsap Regional Library Mobile Services

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