

Title:	Visiting Library Service Policy	Policy Number: 300-08
Policy Type:	Operational	
Approval By:	Resolution Number RB 2007-03-19	
Approval Date:	March 19, 2007	
Effective Date:	March 19, 2007	
Revised Dates:	May 27, 2013; June 19, 2017;	
Review Date:		

PURPOSE:

This policy details the Visiting Library Service provided by Sault Ste Marie Public Library.

DEFINITIONS:

Visiting library service – the selection and delivery of Library materials to eligible residents of the City of Sault Ste. Marie who, for reasons of restricted vision or mobility, or long-term injury or illness, are unable to use regular Library facilities.

POLICY STATEMENT:

The Visiting Library Service is administered by staff under the supervision of the Manager of Public Services.

Patrons wishing to enroll in the Visiting Library Service must complete an application form and selection form (see Appendix 1 and 2). The Library staff responsible for implementing the Visiting Library Service will then contact the patron to verify application information and initiate the service.

Upon registration, a special Library account will be created for the patron and his/her library card will be kept on file at the Library.

Visiting Library patrons do not accrue fines for material returned late. In the event that materials are not returned, a bill for the replacement cost of the items will be sent to the patron. Fees for billed materials will be waived upon return of the items.

Materials are selected by Library staff based on the patron's personal reading profile (See Appendix 2).

Patrons are able to borrow all library materials that are designated as circulating.

The Visiting Library Service will deliver material to the patron's home on a regular basis. Materials are to be returned on the date of the next delivery.

To suspend the Visiting Library Service for any reason, patrons must inform the Visiting Library Service.

To renew Library materials patrons must notify the Visiting Library Service one week in advance of the delivery. Renewals may not always be possible because of requests from other patrons. If this is the case, the material must be returned on the original due date.

Two volunteers or a staff and volunteer will deliver materials. Visiting Library Service volunteers are guided by the Volunteer Program Policy.

Appendix 1: Application for Visiting Library Service VLS

Application for VISITING LIBRARY SERVICE - VLS

Surname	First Name	Initial
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Address	Postal Code	Telephone #
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DATE (YYYY/MM/DD)	Email (optional)
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Family member/friend who may be contacted if we are unable to reach you:

Name	Relationship	Telephone #
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Signature of Borrower/Caregiver

I have read and agree to the terms and conditions for the Visiting Library Service.

Appendix 2: Library Material Selection Form

Please check off the types of GENRES that you like.

- | | |
|---|--|
| <input type="checkbox"/> Christian Fiction | <input type="checkbox"/> Nonfiction _____ |
| <input type="checkbox"/> Cozy Mystery | <input type="checkbox"/> Science Fiction |
| <input type="checkbox"/> Gentle Reads | <input type="checkbox"/> Suspense/Thriller |
| <input type="checkbox"/> Historical Fiction | <input type="checkbox"/> Romance |
| <input type="checkbox"/> Mysteries | <input type="checkbox"/> Western |

Favourite Authors: _____

The Library has several MAGAZINES available. Please check any that you would be interested in receiving.

- | | |
|---|---|
| <input type="checkbox"/> Good Times | <input type="checkbox"/> Bunte (German) |
| <input type="checkbox"/> People | <input type="checkbox"/> Gente (Italian) |
| <input type="checkbox"/> Prevention | <input type="checkbox"/> Kodin (Finnish) |
| <input type="checkbox"/> Readers Digest | <input type="checkbox"/> Selection (French) |
| <input type="checkbox"/> Readers Digest (Large Print) | |
| <input type="checkbox"/> Other: _____ | |

Please indicate the TYPE & QUANTITY of material you are interested in receiving:

ie. 1-Large Print Books, 2-Book on CD, 3-Described DVDs, etc.

Large Print Books _____
Regular Print Books _____
Magazines _____

Soft Cover Books _____
No Preference _____

AUDIOBOOKS — Books on CD _____

Daisy Books _____

MOVIES — Described DVDs _____

Regular DVD _____

Blu-Ray _____

OTHER — Music CDs _____

Video Games _____