

PATRON REQUEST FOR HOMEBOUND DELIVERY SERVICE

HDS is available to residents of any age who are homebound due to a long term illness, disability or who has transportation restraints and is unable to come to the library regularly. A trained volunteer will place holds for your specific requests or select materials for you based on your interests. This is the best delivery option for patrons who do not wish to search for titles, place their own holds or track due dates. Deliveries are made every three weeks.

Name _____ Phone: _____

Address _____ Room/Apt. Number: _____

Do you live in a facility? yes no

If yes, which one? _____

If not, does anyone in the home smoke? yes no

Are there any pets in the home? yes no

If yes, what type and how many?

If someone other than the patron is completing this form, please provide the following:

Your name: _____ Relationship to the patron: _____

Your phone number: _____ Your email address: _____

Is the patron aware that you are requesting this service for them? yes no

Please complete the attached Patron Release form and return both forms to Forbes in person or mail to:

ForbesLibrary/Outreach Delivery Service
20 West Street, Northampton, MA 01060

**Forbes Library Homebound Delivery Service
Patron Release**

Name _____

Address _____

By taking part in the Forbes Library Homebound Delivery Service,
I acknowledge and agree to the following:

1. I am unable to visit the library on a regular basis due to a disability, long-term illness or transportation restraint.

2. I understand that a volunteer will check out and return library materials for me and will have access to my online library account for the purpose of placing holds and keeping track of materials loaned to me. My new library account password will be my volunteer's last name, in caps. I can also access my account at any time using this same password.

3. I understand that my volunteer will drop off and pick up materials every 3 weeks at an agreed upon date and time. I will call the volunteer directly if I need to reschedule.

4. I give permission to Forbes Library to issue a duplicate library card to my volunteer.

5. Library materials will remain in my care and be ready for pick-up on the date discussed with my volunteer. I understand that late or lost items may lead to fines and that only my volunteer should return materials to the library for me.

6. I can cancel participation in this service anytime by informing my volunteer or calling the Forbes's Library Outreach Delivery Service coordinator at 587-1019.

Patron Signature _____ **Today's Date** _____

Patron Copy

Forbes Library Homebound Delivery Service Patron Release

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