

ROBBINS LIBRARY HOMEBOUND DELIVERY PROCEDURE AND SERVICE REQUEST FORM

INTRODUCTION

The Robbins Library is pleased to offer Homebound Delivery Service for Arlington residents in need. Through this program, library materials are delivered to Arlington residents who are permanently or temporarily homebound. Books, foreign language books (Chinese, French, Russian, and Spanish), magazines, DVDs, music CDs, and audio books are dropped off and picked up by our Homebound Delivery Volunteers.

ELIGIBILITY FOR HOMEBOUND SERVICES

Patrons requesting homebound delivery services must:

- Be an Arlington resident
- Complete a Homebound Delivery Service Request form
- Have a viable means of contact: phone and/or email
- Have a valid Minuteman library card, (if they do not have one, the Homebound Delivery coordinator or volunteer will help with library card registration before the first delivery).
- Provide a safe and appropriate environment for volunteers to make their deliveries.

REQUIREMENTS FOR HOMEBOUND DELIVERY VOLUNTEERS

- An automobile or access to other reliable transportation is necessary for this program
- A Volunteer application must be submitted and an interview with the Homebound Delivery Coordinator will be done.
- Volunteer will then be given a copy of the patron's Homebound Delivery Service Request Form.
- Volunteer will contact the patron (or contact person) to set up service. Deliveries are typically done every 2-3 weeks. Volunteer will gather items for the homebound patron based on their interests and requests.
- Volunteer will keep Homebound Service Coordinator informed of active patrons monthly.

To sign up, complete the form and email to Marie Cannon, Head of Circulation and Homebound Delivery Service Coordinator at mcannon@minlib.net.

If you have questions, want to sign up for the Homebound Delivery Service over the phone, or want to become a Homebound Delivery Service volunteer, please call the library at 781-316-3242.



HOMEBOUND DELIVERY SERVICE REQUEST FORM

DATE: _____

HOMEBOUND DELIVERY RECIPIENT INFORMATION:

NAME: _____

ADDRESS: _____

PHONE & EMAIL: _____

(Note: a phone number and/or email is required)

HOMEBOUND DELIVERY RECIPIENT LIBRARY CARD INFORMATION:

Library card number is: _____

Participants requesting Homebound Delivery Services must be residents of Arlington. Please indicate if this is an ongoing need or a temporary need. If temporary, please provide anticipated dates for homebound delivery service:

_____ Ongoing need

_____ Temporary need, Start Date _____ End Date _____

EMERGENCY CONTACT PERSON(S) (required):

NAME(S): _____

PHONE & EMAIL: _____

RELATIONSHIP: _____

INTERESTS (check all that apply):

Romance Classic Lit Mystery Graphic Science Fiction Poetry Biographies History Religion Travel

Other: _____ Magazine Titles: _____

FORMATS (check all that apply):

Books/Audio books: Large Print Regular Print Paperback Books on CD Playaway (MP3 player)

Movies/Music: Feature DVDs, TV Series DVDs Foreign Film DVDs Documentary DVDs Blu-Ray CDs

Foreign Language Books: (Chinese, French, Russian, Spanish) _____