

DELIVERY

Materials are delivered on a monthly cycle. A date due card will tell you when the delivery person will next be there. If dangerous road conditions exist, the library will attempt to notify you. Delivery personnel will wear a library name tag to identify them. Library staff are happy to provide this service, but time and liability restraints prohibit our staff from social visiting or caregiving.

Questions?

If you have questions not answered in this brochure feel free to contact the library with questions. Contact person: Robin.

**Phone**

260-726-7890

**Address**

315 North Ship Street
Portland, IN 47371

**Email**

jaylibrary315@gmail.com



HOMEBOUND DELIVERY

Jay County Public Library

315 North Ship Street
Portland, IN 47371

www.jaycpl.lib.in.us



Special Requests

You may request materials either by author, title or subject. You can also request by type of story like historical, inspirational, mystery or humor and let our experienced staff select for you.

Loan Period

Homebound delivered materials are generally checked out for a four week period. Renewals are permitted if the material has not been requested by another patron.

Your Responsibilities

By accepting delivery of the materials, you are assuming responsibility for them. Good communication with the library staff is essential. You will need to notify the library if you move, if you no longer need homebound delivery or if no one will be home on the usual delivery date. The delivery person's schedule will include many stops in a short period of time so we need to know if you will be home.

Eligibility Requirements

Any resident of the tax base (Jay County, not including Dunkirk and Penn Township) who has limited mobility may apply. The application needs to be endorsed by a doctor, nurse, minister, social worker or other caregiver who is personally acquainted with the patron's circumstances. The limited mobility may be a permanent or temporary condition, such as recovering from surgery. A temporary respite service for family and friends who already provide reading materials may also be arranged. Applications are available at the library. You may request one to be mailed to you by calling (260) 726-7890. Normally your completed application will be processed immediately and your first delivery will be made on the next scheduled delivery day.

What is Homebound Delivery Service?

The Jay County Public Library offers homebound delivery services for resident patrons of the Jay County Public Library. This service may be requested on a temporary or continual basis. The purpose of this service is to allow patrons to use library materials even though they can not physically visit the library. Every month a library employee will deliver to your home a group of books and/or audio books which have been selected for you according to your requests.

What is available?

Print books in regular and large print and audio books on CD are available in several different genres. There are romance, mystery, westerns, biographies and more.