

Policy Statement

The Comstock Township Library seeks to provide library materials to Comstock Township residents who are unable to visit the library. "Homebound" is defined as being generally confined to one's residence either temporarily, due to illness or accident, or permanently due to disability, age, or other mobility issues.

Regulations

1. Patrons applying for Homebound Service must have a Comstock Township resident library card in good standing. If the patron does not have a library card, the staff member who makes the initial delivery will require the patron to complete and sign a library card application.
2. Patrons registered for Homebound Service may call or email the library to request specific titles, or they can request that a librarian select materials based on the patron's reading preferences.
3. The library keeps a reading history log for Homebound Service patrons for the sole purpose of avoiding duplication of material checkouts. The reading history log is used only for internal purposes and is subject to the terms of Michigan's Library Privacy Act.¹
4. Deliveries of library materials will be made by library staff as material availability or staffing levels permit. Participating patrons will be contacted by phone or email to set an equitable time for delivery. Library staff will drop off materials at the door; under no circumstances will the staff member enter the residence.
5. Standard loan periods apply to items provided through Homebound Service. It is the patron's responsibility to contact the library to schedule a pick-up prior to the expiration of the loan.
6. The library's standard fee schedule will apply for lost or damaged items. The library reserves the right to discontinue service if borrowed items are routinely damaged and/or not returned in the same condition in which they were delivered.
7. Patrons enrolled in the Homebound Service may check out ten (10) books and seven (7) media items at any one time via Homebound Service delivery.

¹ MCL 397.603 *et seq.* Library Privacy Act
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8. Patrons requesting Homebound Service delivery must provide a safe and appropriate environment for staff members who make deliveries to their residences. Staff members may choose not to make a delivery, leave a residence immediately, and/or to recommend suspension of the service for a period of time or permanently, if any of the following conditions exist:
 - A. Pets are not confined (with the exception of service animals trained to assist a disabled person).
 - B. There is not a clear and safe path to the residence, with snow shoveled and ice removed.
 - C. Any person in the residence is dressed in revealing attire.
 - D. Any person in the residence presents threatening behavior.
 - E. Any person in the residence uses abusive or obscene language, makes obscene gestures, or displays obscene images.
 - F. Any person in the residence harasses the library staff member.
 - G. Any person in the residence exhibits signs of illness that may jeopardize the health of the library staff member and the library has not been notified in advance of the illness.
 - H. Any person engaging in any illegal activity in the residence at the time of the library's delivery.
 - I. Any library materials currently in possession of the patron have been willfully defaced, mutilated, or damaged while in the custody of the patron.
 - J. Conditions in the residence are unsafe or unsanitary.

9. If a staff member must leave the residence, deny service, or wishes to recommend suspension of service due to the occurrence of any of the above, and/or deems that the home environment for delivery is unsafe or inappropriate, the staff member shall provide the Library Director with notice of why such action occurred.

10. The Library Director shall send written notice to the patron of the reason for and the length of any suspension of service. Any homebound patron who has had service suspended may request in writing that the suspension of service be reviewed by the Library Board of Trustees at the next regular board meeting.

Approved: September 14, 2020
Comstock Township Library Board of Trustees