



Elmwood Park

PUBLIC LIBRARY

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Homebound Delivery Policy

The Library strives to provide access to all of its residents. While we provide 24/7 website, databases and downloadable books and magazines, it is important to provide accommodations to those who cannot physically visit the Library.

WHO is eligible?

- Must be 18+ years of age
- Must live in Elmwood Park in residential housing – hospitals, group homes or other institutions are not included in this service.
- Must have a valid Elmwood Park library card (card will be adjusted with a new patron code of “homebound”)
- Anyone permanently confined to their home due to illness, underlying medical conditions, disability, or other circumstances
 - Dependent on staffing and resources, those who are temporarily confined to their home for a minimum of 2 weeks are also eligible
- Staff will work with residents as needed to answer any question about, or verify eligibility for, this service

WHAT can they request?

- Specific titles by request, or we can make recommendations based on preferences/questionnaire
- Items owned by EPPL, excluding DVD HITS, new videogames, and Beyond Books items
- Items in the SWAN catalog that are available for interlibrary loan
- We may limit the number of items depending on size and weight

HOW long is the checkout period?

- Three weeks

WHEN will we deliver?

- Limit is 2 visits per month per household
- Monday through Friday, 10:00 a.m. – 4:00 p.m. at a mutually agreed upon time.
- If something unexpected arises (staffing issues, bad weather, etc.), we will call to reschedule

CAN we deliver to nursing homes or assisted living facilities?

While the Library cannot deliver materials directly to individuals in such care, we can arrange delivery or a limited use staff card with agencies that sign an intergovernmental agreement.

Policy Review and Revision

Elmwood Park Public Library Board of Trustee will review this document at least biennially.

Approved and Adopted by the Library Board of Trustees, March 2014, April 2017, October 2019, August 2020



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