



Lynn Public Library
5 N Common Street Lynn, MA 01902
781-595-0567
www.noblenet.org/lynn

Homebound Delivery Service Policy

The Lynn Public Library provides free delivery service to Lynn residents who are temporarily homebound due to disability, illness, or the elderly who cannot leave their home.

Qualifications:

- Lynn residents with a permanent or long term disability preventing them from visiting the library
- Have a valid library card in good standing
 - If a patron needs a library card, an application can be mailed to them. The completed application can be mailed back to the library or a friend/family member can return it to the library with a copy of a valid photo ID with current address.

Materials available:

- Books, Audiobooks, DVD's, CD's, Magazines in the Lynn Public Library collection.
- Up to six items may be check out. Items are checked out for 4 weeks.
- Titles with numerous holds will not be available for delivery service.
- There are no fees or fines for this service. Patrons are responsible for lost or damaged items.

Requesting materials:

- Upon completion of an application, a librarian will contact you to determine a time for delivery and discuss you choice of materials to be delivered. You can request specific titles or you can have the librarian choose items for you based on your survey.

Guidelines:

- Patrons must be home at time of delivery and pick up. Patron must notify the library if they are unable to accept delivery. Items will not be left outside.
- Patrons must provide a safe and secure environment for staff to deliver materials.
- Library staff must remain outside of the home when delivering.
- Patrons must:
 - Be punctual
 - Be in appropriate attire
 - Be courteous to library staff
 - Protect library materials in their custody
- Delivery service will be postponed during inclement weather as determined by library staff.
- Delivery may be suspended and/or terminated for any violation of this policy or if library staff feel unsafe or environment is deemed inappropriate. Written notice will be sent to patrons. Patrons may request in writing that suspension and/or termination be reviewed and reconsidered.

Approved by the Board of Trustees January 2019