



Meaford Public Library
Book Delivery Policy
Policy-33
November 2014

The Meaford Public Library's Book Delivery Program is designed to enhance access to library materials by providing the free delivery of these materials to:

- Any member of the Library who is confined at home or lives in a senior's apartment building, retirement home, nursing home, long-term care home or other health care facility for any period of time; the library materials may be delivered by volunteers.
- Schools in the Municipality of Meaford, with materials delivered by staff.

The Book Delivery Program operates in accordance with the following:

1. Thru the Book Delivery Program up to 50 items may be loaned to a seniors' residence, health-care facility or school, or up to 20 items to an individual. All types of circulating material may be borrowed on a valid library membership in good standing. The loan period is 3 weeks and no fines are assessed.
2. A person or persons must be designated by the library to be responsible to the Meaford Public Library on behalf of the group, agency or body representing the seniors' residence, health-care facility, school or individual home in which the borrowed items are to be located.
3. The person or persons so designated are responsible for developing internal procedures acceptable to the CEO of the Library or designated library staff for the operation of the service. This will include the provision of proper facilities to ensure the security of library materials, their accessibility to residents, and adequate shelving for the materials.
4. Where the person or persons designated as responsible for the Book Delivery Program cease to perform their duties to the satisfaction of the Library's CEO, the service may be suspended.

5. Where the borrowed items are located in a seniors' residence, health-care facility or school, that organization will be responsible for loss and/or damage of library materials on deposit, beyond reasonable wear and tear.
6. Prospective participants in the Book Delivery Program – whether institutional or individual will be approved by the Library's CEO or designated library staff based on an assessment by library staff.
7. Library staff or designated volunteers will select the materials and coordinate the delivery and return with the person or persons designated and with the volunteers.

Adopted: November 2008

Revised: November 2014