

## **OUTREACH SERVICES POLICIES & PROCEDURES**

The mission of Outreach Services is to provide recreational and educational library materials to Jackson Parish residents who are unable to come to the library and/or bookmobile due to physical or institutional limitations.

Residents of healthcare facilities and nursing homes and homebound individuals in their own residences are eligible to receive Outreach Services from the Library. Homebound is defined as being confined to one's home due to illness, age, disability, or other qualifying circumstance. Individuals must have no other means of receiving library materials in order to qualify for Outreach Services. Each request for service is assessed on a case-by-case basis.

Materials available through Outreach include the same material available to all patrons. Outreach is one of the many services of the Library. As such, it follows the same regulations of the library as a whole. All policies and procedures that govern regular library activities also govern Outreach Services. All Outreach Services patrons should make themselves familiar with the Circulation Policies & Procedures, Patron Rights & Responsibilities, and Patron Suspension Policy.

Nevertheless, certain benefits are extended to those who participate in the program. Because recipients of this service receive and return library materials based upon the Outreach delivery schedule, no overdue fines will be charged to Outreach patron accounts. However, participants are responsible for all items checked out on their cards and will be responsible for all fees associated with lost or damaged materials.

Library services to Outreach patrons will be added, adjusted or reduced based on budgetary concerns, library planning/events and staff needs.

Outreach services will provide and follow, when possible, a schedule for visits. Visits may be in the form of browsing hours or room-to-room visits. Patrons may make special requests, or choose from the items brought. Library staff is responsible for selecting materials for delivery based on patron requests and information included in the Outreach Services Application.

Applicants must be fine-free before beginning the program. Eligibility will be determined based on the application turned in and possible interviews.

Temporary participation may be granted on a situational basis as needed. Once the circumstances leading to participation have been resolved, participation will cease and the library patron will be reverted back to regular patron status.

**OUTREACH SERVICES APPLICATION**

Please print or Type. \*Required information

\*Name: \_\_\_\_\_  
Last Name                      First Name                      Middle Initial                      Suffix

\*Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

\*City/Town: \_\_\_\_\_

\*Zip: \_\_\_\_\_ \*Parish: \_\_\_\_\_

\*Primary Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

\*Date of Birth: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_ \*Gender M F

If email address is provided above, would you like to be informed about Library events via email?  
YES NO

Please list any preferred item/topic/genres/authors/formats:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please give the name and phone number of someone we can contact if you cannot be reached for an extended period:

Name \_\_\_\_\_ Phone \_\_\_\_\_

I certify that I have read and understand the Jackson Parish Library's Outreach Services Policy and hereby agree to all rules and regulations set forth therein.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date