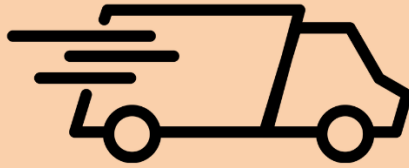


# Homebound Services Program



A delivery service of library materials directly to your doorstep.



Central Islip  
Public Library

## Eligibility

Central Islip School District residents with a valid Central Islip Public Library card are eligible for Homebound serves patrons if they:

- Have a temporary or permanent physical disability that prevents them from coming to the library.  
OR
- Are confined to their home due to prolonged illness, extended convalescence, or advanced age.  
AND

Do not have a household member to pick up and return library materials and are not in violation of any library policies.

## Procedures

1. To receive Homebound Mail Service, patrons must complete the *Homebound Annual Agreement*.
2. Patrons may either complete the *Homebound Materials Request Form* or call the Reference Desk to have a librarian fill out the form on their behalf.
  - a. Patrons can borrow books, DVDs/Blu-Rays, audio CDs, and video games that have been in the collection for over three months.
  - b. Each delivery has a 4-item limit. Each patron is limited to the number of deliveries/month.
  - c. Please allow 3-5 days for fulfillment of patron requests. Materials obtained from other libraries (Inter-Library Loans) may have longer wait times and are subject to the original due dates set by the lending library.
3. The library contacts patrons to arrange for the delivery and return of the materials through the United States Postal Service (USPS).
  - a. Patrons must ensure that someone is home to receive a delivery or have a delivery picked up for return.
  - b. Before return, patrons should be sure the materials are properly packed and ready for pickup.

## Service Guidelines

- If requested, the library keeps the patron's library card on file to check out library materials.
- The library records the patron's reading history for future selection reference.
- Patrons are responsible for lost or damaged materials.
- The library may impose overdue fines for materials.
- The library retains the right to assess fines and/or discontinue service if borrowed items are damaged and/or not returned in the same condition as received.
- Damaged or lost material may result in account charges and/or temporary service suspension.
- The library values a safe and healthy work environment. The USPS can deliver and pick up items/materials from the doorway of the residence and not enter the home. Materials will not be delivered to or picked up from an unattended porch or door to prevent loss or damage.

**Return to: 33 Hawthorne Avenue, Central Islip NY 11722 | TEL: (631) 234-9333**