



OUTREACH SERVICES POLICY

August 25, 2014

Service to Individuals: Homebound delivery service will be provided to those individuals living inside the Rapid City school district within Pennington County, who have physical barriers to library services; those barriers may include temporary or permanent disability, injury, or illness. Applicants for homebound service may receive a library card by providing photo identification with the correct address, and signed registration form.

Commented [SM1]: All duplicated in other policies.

Materials will circulate to homebound patrons under the following guidelines:

- Materials circulate for 6 weeks, except interlibrary loan materials
- Materials may be renewed once for another 6 weeks, except interlibrary loan materials
- Seven day materials will be available
- Interlibrary loan materials will be available under normal policy for ILL
- One day reference materials are not available for circulation to homebound patrons
- No overdue fines will be charged to homebound patrons
- Overdue notices will be sent 30 days after the due date
- Homebound patrons will be billed for lost or missing items

Commented [SM2]: Duplicated.

Commented [SM3]: This has more relevance to the Notices Policy, and is recommended for moving there

Service to Agencies/Institutions: Agency/Institutional delivery service will be provided to agencies in the Rapid City School District within Pennington County, whose clients are unable to utilize library services without assistance. Service provided by the library is not intended to take the place of an agency providing this service for themselves when they are specifically charged to do so.

Materials will circulate to qualifying agencies under the following guidelines:

- Materials circulate for 6 weeks
- Materials may be renewed once for another 6 weeks
- Limits on number of items to be loaned will be determined by the number of patrons served:

Commented [SM4]: Duplicated.

Number of Patrons Served	Maximum Number of Items Loaned
10-24	20
25-49	30
50-99	40
100-149	60
200+	80

- New and in-demand fiction and nonfiction will not be available for agency service
- Interlibrary Loan service is not available for agency service
 - Individuals who require interlibrary loan service and are served as an agency's client will be encouraged to register for homebound delivery service as an individual
- One day reference materials are not available for circulation to agency patrons
- No limits on number of holds placed
- No overdue fines
- Overdue notices will be sent 30 days after due date
- The agency will be billed for lost or missing materials

Commented [SM5]: Outdated information.

Commented [SM6]: Outdated information; these are handled on a case by case basis.

Commented [SM7]: Outdated information; holds for institutional and home delivery are the same as for other patrons.

Commented [SM8]: As above, recommend moving to the Notices Policy

Previous revisions: reviewed October 5, 2012; November 2010; revised July 13, 2005; August 13, 2003. Adopted December 11, 2002, RCPL Board of Trustees

| ~~Boundaries of outreach service area, November 2011:~~

