

## Homebound Lending Program

### **Issuing Cards**

A homebound library card can be issued to any Village of Millbrook, Town of Washington or Town of Union Vale resident who requires the assistance of another individual to obtain library materials due to temporary or permanent physical challenges that make it difficult or impossible to visit the Library in person. The library card is valid for three years and has the standard borrowing privileges and responsibilities.

Library cards may be obtained by calling the Library and requesting a homebound lending program application by mail. This application allows for the designation of an authorized person (designee) to check out library materials on the applicant's behalf. This application will remain on file in the Library. The designee must present the applicant's library card and designee's valid photo identification each time library materials are borrowed. The applicant is responsible for returning library materials on time and for paying any fines or fees incurred. The designee can only act on behalf of the patron for borrowing at the Millbrook Library.

### **Statement of Confidentiality**

All patron circulation records are confidential. For this reason, information regarding a homebound patron will only be released to the person designated on their application for the program. It is understood by the designee that any information associated with Library transactions on behalf of a homebound patron is to remain confidential and only be discussed with Library Staff as deemed necessary to fulfill the patron's request(s). A confidentiality statement signed by the designee will remain on file at the Library.

*Approved by the Millbrook Library Board of Trustees on March 22, 2016.*