

## **KNOXVILLE PUBLIC LIBRARY**

### **Homebound Delivery Policy**

The Knoxville Public Library is pleased to offer a delivery service to the homebound as part of our outreach services. Here are some guidelines to ensure continued success for the service:

1. Due to limited staff and volunteer resources, delivery services can only cover within Knoxville city limits.
  
1. Delivery of library items is normally two weeks. Items will be delivered no more than once every two weeks due to the volume of items being checked out, limited staff, and time incurred for delivery.
  
2. The checkout period for most items is four (4) weeks. We provide books, books on CD, music CDs, magazines, Large Print books, and movies. Popular movies can only be checked out for two weeks due to demand. Non-fiction movies can be checked out for four weeks. The limit for total items that can be checked-out for an individual is ten (10). Renewals are allowed, but limited to one time.
  
3. Homebound patrons can put items on hold. You may call us at 641-828-0585 or inform the delivery staff-person. When they are available, the item(s) will be delivered at the next scheduled delivery date.
  
4. We do not charge fines for overdue items, but will charge for lost or damaged items.

Approved by the Library Board of Trustees  
Date: October 21, 2015

