

“SHUT IN” DELIVERY SERVICE

Revised 11-2007

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1. Patrons who are homebound and who are without other means of acquiring library materials may arrange for “shut in” deliveries. Because library staff time is limited, patrons who can be provided service by relatives or friends are asked to explore this option first.
2. Patrons receiving “shut in” deliveries are asked to provide the Library with a brief description of the number and kinds of materials they would like to receive. The Library will gladly loan both large print and standard books and audio books to “shut in” patrons. Videos or other library materials are not generally loaned as part of this service. Patrons who have limited sight are encouraged to enroll in the free tape and tape recorder service offered by the Iowa Library for the Blind; Marshalltown Public Library has information for patrons wishing to learn more about this program.
3. “Shut in” deliveries will be made once per month, on a schedule determined by library staff. Patrons will be called before the materials are delivered; deliveries will be made by a library volunteer or staff member.
4. Because library materials, in particular large print books, are in great demand by all our patrons, the Library must limit the number of materials delivered to each “shut in” patron to one bag, approximately 10 to 12 items, per month.
5. Books are generally checked out for one month, but books that are not on reserve for another patron may be renewed for an additional month.