

Thank you for your interest in Paoli Public Library's Outreach Serving Homebound program. We hope we can work together so you can enjoy library materials at home. At this time, we do not have volunteers available to deliver and return material but can work with someone you choose. We will have the items ready to go at the designated time and accept the returned books at that time.

We do hope to have volunteers in place in the next few weeks to assist in delivery and return of library materials.

Please find the following in this packet:

- ✓ Evergreen Card Application form – to be filled out & returned if you do not already have a card
- ✓ Paoli Library Outreach Serving Homebound Information sheet – please read
- ✓ Paoli Library Outreach Serving Homebound Policy – to be signed and returned
- ✓ PLOSH Application for Service- Please read, fill out and sign & return
- ✓ PLOSH Preference Survey – Please fill out & return. We will use this to help select material

The application and required information can be brought to the library by someone of your choosing or can be mailed at your convenience.

We can only accept 10 into this program at this time so it is important to get the application returned as soon as possible for approval.

The Paoli Public Library is excited to offer this service to the residents of Paoli & Paoli Township!

Best regards,

The Paoli Public Library Staff

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Paoli Public Library Evergreen Card
Application Form

You will receive all of the benefits of an Evergreen card including borrowing from other libraries and borrowing eBooks through our Overdrive service. For more info, just call!

Name _____
(Last) *(First)* *(Middle)*

Date of Birth _____ (YYYY-MM-DD)

Primary ID type: (circle one) 1. Valid Driver's License 2. Valid State issued ID

ID# _____ If ID is not an Indiana ID, Please list state. If the address on the ID is not a current address, please provide current bank statement, utility bill or rental agreement.

Mailing Address _____ (Street address)

City State Zip

Physical Address _____ (Street Address)

City State Zip

Email Address _____

NO Email

Phone _____

Type of Card Requested (Choose one) ___ Resident ___ Non-Resident (Please include \$35 check made out to Paoli Public Library)

By signing this application, you are accepting responsibility for paying outstanding fines, costs for replacing lost materials and for any other outstanding materials checked out on your card.

Applicant Signature Date _____

PLEASE RETURN THIS PAGE TO:

Paoli Public Library
100 W. Water St.
Paoli, IN 47454

Phone: 812-723-3841 ext. 101

Paoli Library Outreach Serving Homebound (PLOSH) Information

Who is eligible?

1. Paoli Public Library patrons who cannot come to the library location either temporarily due to illness or accident for an 8 week period or permanently due to age, disability or other mobility problems. A doctor's certificate may be required.
2. Patrons must fill out the Paoli Public Library Outreach Application to be considered for the program.
3. The patron must be in good standing at the library to qualify for this service.
4. This is a free service for residents of Paoli town and Paoli Township individuals.

Library Card Registration/Use:

1. If the person requesting this service already has a Paoli Public Library Evergreen Card, he/she must fill out the request for service application.
2. If the person requesting this service does not have a Paoli Public Library Evergreen card, an application for a card and a request for the service must be filled out.
3. A file containing homebound services registration forms, including library barcode, will be maintained at the circulation desk for use in checking out materials to these patrons.

Pickup Options

1. At this time, we cannot offer delivery, however patrons may arrange to have the materials picked up and returned by someone of their choosing. This person/s will have the patron's permission to transport the items to and from the library and must be named as such on the application form. The library will ask for identification prior to letting the items go. The patron is responsible for all material.
2. When delivery volunteers become available, they are only required to deliver and pick up library items. Patrons are not to expect nor ask PLOSH volunteers to help with household duties, offer financial or medical advice or opinions.

Selection of Material:

1. You will receive a form to fill out listing the types of books you prefer, authors you've read, the genre you enjoy and some additional questions. The library staff will select items for you based on your responses on the form. There is a limit of 10 books. ***The Paoli Public Library staff strives to select materials that conform to our patrons' needs and wants. The library staff cannot be responsible for the content of materials that may be offensive or disturbing to any patron.***
2. You may also access the online catalog and choose your own material. You will also have the option to request specific titles. Those books are delivered to us on Fridays and your request may take a week or 2 to fill.

Pickup Schedule/Loan Period

1. Items borrowed from Paoli Public Library maybe kept for 4 weeks. There are no overdue fees.
2. Items borrowed from other libraries should be returned by the due date.
3. Items may be renewed if there are no holds on them but you are responsible for renewing them either online or by calling the library.
4. You may schedule pickup any day we are open normal hours but we do need a minimum of 3 days (not including Saturday) to get your material selected and ready for pickup.

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**Paoli Library Outreach Serving Homebound Policy
(PLOSH)**

Purpose:

The purpose of Paoli Library Outreach Serving Homebound (PLOSH) is to provide Library materials to Paoli and Paoli Township residents unable to come to the Library.

1. Outreach service is the selection and delivery of Library materials to residents who are unable to use the Library facility due to disability, illness or other long-term condition. Delivery will be made by volunteers chosen by the patron until there is a volunteer delivery system in place. Once the volunteer system is in place, our service can expand to include those that are unable to find volunteers on their own.
2. Outreach service will include individuals with permanent physical disabilities or severe mobility problems which prevent an individual from coming to the Library. Those with temporary physical limitation or illness which prevents an individual from visiting the Library and which will last eight weeks or longer may qualify. Doctor's statements may be requested.
3. Materials will be selected to meet individual needs based on a questionnaire and surveys included with the delivered items. We will strive to prevent duplication of items.
4. Overdue fines will not apply; however, patrons are responsible for damaged and lost items.
5. Volunteer delivery will be from local organizations to homebound members or matched with other patrons based on location. Volunteers will deliver to the number of patrons they deem appropriate.
6. Volunteers are not covered by the Library's insurance nor will they receive mileage. Volunteers assume responsibility at their own risk and agree to hold harmless and release the Library, its officers, agents, employees and representatives harmless from any loss, liability, claim, suit or judgement that may arise out of or in conjunction with this program.
7. This service is a privilege based upon appropriate response of patron or other individuals present in the home. Such service will be stopped immediately if any problem or questionable behavior from the patron or other people in the home is noted.
8. Patrons in PLOSH will receive the "Outreach" user profile in Evergreen.
9. Usage will be tracked and evaluated with Evergreen reports.

Approved- May 29, 2018

I have read and agree to the terms as stated above. I have also read and understand the Information document included in the packet.

_____ Date _____

Patron Signature

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Paoli Library Outreach Serving Homebound PLOSH Application for Service

The Paoli Library Outreach Serving Homebound (PLOSH) is a service to provide library materials to patrons who are unable to come to the library. To be eligible for service, you must be unable to come to the library due to a permanent condition which confines you to the house or a temporary condition which confines you to the house that will last for 8 weeks or more. There may be a wait list to receive the service.

We do not offer delivery at this time but hope to have a service in place soon. The library staff will select items based on your Preference Survey or you may choose your own books through the online Evergreen catalog. You must arrange to have someone pick up and deliver the items to you and return them to the library. The person/persons transporting the items must be listed on your application and we will ask for identification before releasing the items to them. You are responsible for damaged &/or lost items and all associated fees.

If you do not already have a Paoli Public Library Evergreen card, you can apply for a card by completing a library card application and returning it to Paoli Public Library 100 W Water St. Paoli, IN 47454.

By my signature below, I hereby agree to hold harmless and release Paoli Public Library, its officers, agents, employees, and representatives from any loss, liability, claim, suit or judgement that may arise out of or in conjunction with this program. I understand that I may become ineligible for this program if I do not abide by the guidelines set forth. I understand that I am responsible for lost and damaged items and all fees associated with such.

PLOSH Application for Service:

I request (check one): ___ Temporary Service (8 weeks) ___ Permanent Service

Name (please print) _____

Address _____

Phone Number _____ Email _____

*Signature _____ Date _____

- I prefer to order my own books through the online Evergreen Catalog. You will need to set up an online account. Instructions will be provided.
- I want the library staff to select my books (limit of 10)
- Both

Name of person/persons that have your permission to transport library materials:

Contact Person (family member or friend we can contact if we can't reach you).

Name _____ Phone _____

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Name _____

Paoli Library Outreach Serving Homebound

PLOSH Preference Survey

Please identify the types of material you enjoy.

****LIMIT OF 10 BOOKS****

Media Type:

Check all that apply:

- Regular Print
- Large Print
- Hardback
- Paperback
- Books on CD
- Young Adult
- Children
- Other

Use the space below for additional information you would like us to know:

Subject/Genre Fiction:

Check all that apply:

- Romance
- Mysteries
- Science Fiction
- Western
- Fantasy
- Paranormal
- Inspirational
- Historical Fiction
- Other

Use the space below for additional information you would like us to know:

Subject Non-Fiction:

Check all that apply:

- Biographies
- True Crime
- Self Help
- Health/Medical
- History: World – American
- Cookbooks
- Philosophy/Religion
- Science/Gardening/Nature
- Other

Use the space below for additional information you would like us to know:

List some favorite authors/series you have read:

Please keep in mind that the Paoli Public Library staff and volunteers will strive to select materials that conform to our patrons' wishes; however, the library staff or volunteers cannot be responsible for the content of materials that may be offensive or disturbing to any patron.

Describe content that you find objectionable:

The Paoli Public Library will use this survey solely for the use of selecting library material to better serve our patrons.

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