



Outreach Policy

Mission Statement

The mission of the Lafourche Parish Public Library is to provide the residents of Lafourche Parish access to books and other resources that will inspire lifelong learning, advance knowledge, and strengthen our communities while embracing the rich heritage and vibrant future of our parish.

Relationship to Entire Library System

The Outreach programs will operate as an integral part of the Library System. The Outreach programs reach that portion of the public who may not have access to traditional library facilities. The staff encourages the positive aspects of recreational as well as educational materials and considers the needs and interests of each individual patron.

Policies

These policies are intended to supplement and clarify the Library's general policies because of the special nature of the Outreach program service. They should be used in conjunction with the comprehensive library policies adopted by the Lafourche Parish Public Library Board of Control.

Circulation Procedures

When institutions or individuals such as: Senior Citizens Centers or Housing, Day Care, Nursery Schools, Head Starts, Hospitals, Homebound cannot come to the library on their own, there is no limit to the number of library materials checked out. Abuse of the library materials by an institution or individual may result in limitations of check out materials as well as the denial of future use.



Homebound Delivery Service

The Lafourche Parish Library offers homebound patrons "Homebound Delivery Service," a free program designed to get library materials to those patrons who are unable to visit the library due to medical or mobility issues.

Homebound residents can receive materials they select themselves or let our professional library staff choose for you. Books, audiobooks, magazines, DVDs, and music CDs are just some of the items that can be delivered to patrons at their homes. A family member or friend can pick up the library materials at any of our nine branches, or you can arrange for a library staff member to deliver items to you at your home.

The guidelines for this program are as follows:

1. Any Lafourche Parish Public Library cardholder who is either temporarily or permanently homebound can register with the Lafourche Parish Public Library's Homebound Delivery service.
2. All participants must have a library card in good standing.
3. Residents must complete an Application for Homebound Services form and return it to their local Lafourche Parish Public Library branch or have a library staff member complete their application over the phone.
4. Residents can either arrange for a family member or friend to pick up their requested library materials at their local library branch or can arrange for home delivery of materials by the library, if needed.
5. Items will be loaned for six (6) weeks. Renewals will be allowed once for items that are not on hold for someone else. Participants can call their local branch to request that their items be renewed.
6. Staff will generally select materials for each patron by using the information supplied on the Homebound Service Application if no specific materials are requested.
7. Titles not available at the time of request will be placed on hold. Patrons will be notified when the item becomes available.
8. Overdue fines are not charged for materials loaned under this service. However, because program participants are responsible for items checked out on their card, they will be charged the replacement cost for any and all materials that are lost and/or damaged while in their care. Library materials are considered lost when they are 90 days overdue.
9. This service is only available to the homebound participant. Library materials should not be loaned to others.
10. For more information, or to sign up for the service, patrons should contact their local branch library.



- **Please contact your local branch if you need mobile services.**