



BOARD OF TRUSTEES POLICY ELIGIBILITY FOR OUTREACH SERVICES

Homebound Residents

To be eligible for home delivery of library materials, a patron must reside in the city of Euclid and be homebound, and must satisfy any registration criteria established by the Director of the Library to the extent reasonable and consistent with the Library's legitimate interests. Service can be on a temporary or permanent basis.

Resident Institutions

Institutions within the city of Euclid are eligible to receive delivery of library materials and programs. Institutions must be State-licensed or State-certified, and include but are not limited to nursing homes, senior centers, hospitals, assisted living facilities, daycares, preschools and other institutions serving children. Institutions also must satisfy any registration criteria established by the Director of the Library to the extent reasonable and consistent with the Library's legitimate interests.

Procedure

Eligible patrons (either homebound residents or resident institutions) must register and be approved for outreach services, and may be required to submit supporting documentation establishing eligibility. Patrons approved for outreach services must complete all required paperwork, as determined by the Director of the Library. Patrons approved for outreach services may be required to periodically re-register for outreach services.

Patron Code of Conduct

Library patrons (including individuals and institutions) receiving outreach services are subject to the Euclid Public Library Patron Code of Conduct and enforcement of the Code of Conduct. In addition, if any situation arises in which a Library outreach employee feels that a particular environment or situation is unsafe, then the Library may immediately discontinue that outreach service. (Patrons, including individuals and institutions, will have the opportunity to request a review of this decision with the Director of the Library or his/her designee, in accordance with the Appeal Process in the Patron Code of Conduct. The Director of the Library also may review this decision on the Director's initiative.)

Suspension of Outreach Services

Available outreach services are subject to change and/or discontinuation at any time in the discretion of the Library, including but not limited to emergency situations and/or in the event that a homebound resident or resident institution is being investigated for or is involved in legal action pertaining to a violation of federal, state, and/or local law. Changes in and/or discontinuation of services may be on a temporary or permanent basis.

Adopted by the Board of Trustees 02-25-02; revised 3-19-2019