

To ensure that all citizens of Porirua have access to basic library services, Porirua City Library offers delivery of books and other library materials to patrons who are unable to visit a library facility due to illness or physical limitation.

Updated November 2016

Criteria:

Patrons must meet one of the following criteria to qualify for the Housebound Service:

- A permanent physical condition that prohibits a person from safely visiting the library.
- A temporary health situation (medical leave due to surgery, etc.) that prohibits a person from safely visiting the library. Service will be provided until recovery is complete.
- A mother in her third trimester of pregnancy or with a baby under 6 months old. Service will be provided until the baby is 6 months old.
- Health conditions associated with the elderly that make a person unable to safely visit the library.

Guidelines:

- A medical or caregiver's certificate may be required to receive housebound service.
- Confirmation of a patron's application for housebound status is at the discretion of the Library Manager.

Procedures:

- Housebound Services Staff hold sole responsibility for delivering library materials to housebound patrons.
- Housebound Services Staff will, after an initial consultation with the patron, gather library materials for individuals based on their interests and requests.
- Materials are checked out on the patron's library card for an extended loan period of 42 days.
- Materials are delivered and picked up monthly on an elected day. This may be by library staff, a person elected by the patron, or a volunteer driver.
- Housebound patrons are not charged overdue fines, but patrons are expected to have materials available for return in a timely fashion.
- Housebound patrons are responsible for fees associated with lost or damaged items.
- The Housebound Service may be discontinued at any time, at the discretion of the Library Manager.

Staff Contacts:

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