



CITY OF VICTORIA

Established 1824, Founded By Congress, Republic of Texas, 1839

Victoria Public Library

302 N. Main

Homebound Books-By-Mail Policy

In keeping with its primary objective, to provide free library service for all citizens of Victoria and Victoria County, the Victoria Public Library will mail library materials to homebound Victoria County residents at no cost to the citizen. Homebound is defined as someone who, because of physical or mental disability, is unable to visit the Library without assistance. This inability may be permanent or temporary in nature.

Citizens who provide the Library with documented eligibility based on the following eligibility requirements, will be considered for Homebound Services. Eligibility requirements include residence in Victoria County and one or more of the following criteria:

1. Inability to visit library due to long or short-term illness;
2. Inability to visit library due to physical or mental disability; and/or
3. Senior citizen unable to visit library due to inability to drive;

Final determination of eligibility will be made by the Library.

Director Approved 7-2001

Victoria Public Library
Homebound Books-By-Mail Program
Patron Guidelines

1. All applicants for Homebound Books-By-Mail Program must complete an Application for Homebound Books-By-Mail Program and return it to the Victoria Public Library, Homebound Services Department, 302 N. Main Street, Victoria, Texas, 77901. All applications must be signed by a certifying authority to document eligibility for the program.
2. Qualified applicants must reside in Victoria County and complete an application for a library card if they do not already have a library card.
3. Victoria Public Library will loan up to 3 items per Homebound Books-By-Mail delivery.
4. Victoria Public Library will loan any item from its adult or children's circulating collections to patrons who qualify for the Homebound Books-By-Mail Program. Items from our reference collections, local history collection and magazines do not circulate and as such are not available for loan.
5. All materials are loaned for 21 days. Due dates are indicated on a sticker affixed to each item. Renewal of materials is not permitted.
6. Materials are mailed in reusable, nylon mailing bags. Each bag has a clear plastic address pocket containing a card bearing the patron's name and postage. To return the materials borrowed, simply reverse the card to display the library's return address and the return postage. NOTE: adding additional items to the mailing bag will result in inadequate return postage.
7. Requests for materials may be made in writing using the Homebound Books-By-Mail Program Request Form or by telephone. Blank forms will be included in the mailing bag with each mailing. Please include completed request forms with items returned in mailing bag. Request blank forms by telephone, or make requests directly by telephoning the Homebound Services Department at (361) 485-3302.
8. If an item requested is not available, the item will be mailed when it becomes available. Be aware that some items, especially newer items, may have long waiting lists.
9. Materials should be returned before due date to avoid the possibility of overdue fines. In this event, fines must be paid before library borrowing privileges are restored.
10. For further information on Homebound Books-By-Mail Program, contact the Homebound Services Department at (361) 485-3302.