

**02-02-01      Qualification**

- a) Anyone with a mental or physical disability that prevents them from entering or utilizing the library building may apply for home delivery. Such disabilities are defined in the Americans with Disabilities Act.
- b) Such delivery will be limited to those persons with a Two Rivers mailing address.
- c) Delivery by volunteer or staff member will be limited to those with disabilities. Those with lack of transportation or a simple reluctance to visit the library do not qualify for this service.
- d) Applicants may be asked to furnish proof of a qualifying disability. Such verification will conform to the guidelines used by the Library for the Blind and Physically Handicapped.

**02-02-02      Use of Materials**

- a) Just as with current deposit collections, overdue fines will not be levied on materials delivered to homes. Home delivery patrons may be held accountable for lost and/or damaged materials.
- b) No limitations will be placed on the amount of materials delivered to homes other than what a patron may reasonably make use of within the delivery time frame.

**02-02-03      Delivery**

- a) Library staff will prepare deliveries. Home delivery patrons will be asked if they have a family member, friend, neighbor, fellow church member, or any other person willing to pick up and return materials for them.
- b) If a home delivery patron has no one willing to pick up and deliver for them, LPL staff will deliver.
- c) Where no volunteer is available, delivery will be made either by LPL staff or U.S. Mail whichever is more practicable.