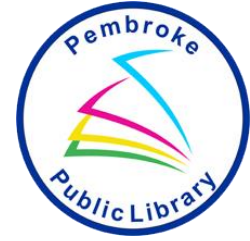


Pembroke Public Library



Policy Type:	Operational	Policy Number:	OP-19
Policy Title:	Extension Services	Initial Policy Approval Date:	May 17 th , 2018
Motion #	18:30	Last Review/Revision Date:	May 17 th , 2018
		Year of Next Review:	2022

Purpose:

This policy details the Extension Service program provided by Pembroke Public Library.

Definitions:

Extension Service program – the selection and delivery of Library materials to eligible residents of the City of Pembroke and the Township of Laurentian Valley who, for reasons of restricted vision or mobility, or short or long-term injury or illness, are unable to use the regular Library facilities.

Policy Statement:

The Extension Service program is administered by staff under the supervision of the CEO.

Patrons wishing to enroll in the Extension Service program must complete an application form and selection form (see Appendix 1 and 2). The Library staff responsible for implementing the Extension Services will then contact the patron to verify application information and initiate the service.

Upon registration, a special Library account will be created for the patron and his/her library card will be kept on file at the Library.

Extension patrons do not accrue fines for material returned late. In the event that materials are not returned, a bill for the replacement cost of the items will be sent to the patron. Fees for billed materials will be waived upon return of the items.

Materials are selected by Library staff based on the patron's personal reading profile. See Appendix 2.

Patrons are able to borrow all library materials that are designated as circulating.

The Extension Services will deliver material to the patron's home on a regular basis. Materials are to be returned on the date of the next delivery.

To suspend the Extension Services for any reason, patrons must inform the Extension Services.

To renew Library materials patrons must notify the Extension Services one week in advance of the delivery. Renewals may not always be possible because of requests from other patrons. If this is the case, the material must be returned on the original due date.

Volunteers or a staff member will deliver materials. Extension Services volunteers are guided by the Volunteer Policy, VOL-01.

Appendix 1:
Application for Extension Services Program

Surname	First Name	Initial
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Address	Postal Code	Telephone #
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DATE (YYYY/MM/DD)	Email (optional)
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Family member/friend who may be contacted if we are unable to reach you:

Name	Relationship	Telephone #
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Signature of Borrower/Caregiver

I have read and agree to the terms and conditions for the Extension Services program.

Appendix 2:
Library Material Selection Form

Please check off the types of GENRES that you like.

- | | |
|---|--|
| <input type="checkbox"/> Christian Fiction | <input type="checkbox"/> Nonfiction |
| <input type="checkbox"/> Mystery | <input type="checkbox"/> Science Fiction |
| <input type="checkbox"/> Gentle Reads | <input type="checkbox"/> Suspense/Thriller |
| <input type="checkbox"/> Historical Fiction | <input type="checkbox"/> Romance |
| <input type="checkbox"/> Mysteries | <input type="checkbox"/> Western |

Favourite Authors:

The Library has several MAGAZINES available. Please check any that you would be interested in receiving:

- Good Times
- People
- Prevention
- Reader's Digest (Large Print)
- Other: _____

**Please indicate the TYPE & QUANTITY of material you are interested in receiving:
ie. 1-Large Print Books, 2-Talking Book on CD, 3-DVDs, etc.**

- | | |
|---------------------------|------------------------|
| Large Print Books _____ | Soft Cover Books _____ |
| Regular Print Books _____ | No Preference _____ |
| Audiobooks _____ | Magazines _____ |
| DVDs _____ | Blu-rays _____ |
| Music CDs _____ | |

Please indicate any of your DISLIKES:
