



Application for Homebound Services

Name: _____

Address: _____

Phone Number: _____

Email: _____

Emergency Contact:

Name: _____

Phone: _____

Email: _____

Relationship to Homebound applicant: _____

I understand that I assume responsibility for the materials I receive. I will make sure the materials are returned by placing the items in the labeled mailer supplied by the Royal Oak Public Library and mailing it back at no charge if the mailer supplied is used. I understand that I may become ineligible for this service if I do not return library materials.

Applicant's Signature & Date

Loan History Opt In

By signing this form I am opting in to save my loan history. I acknowledge that the Royal Oak Public Library will retain data about titles that I have borrowed using my library card. Loan history information will be available for display within My Account and will only include titles that are checked out after I opt in. Titles that I borrowed prior to opting in will not be available for display. Loan History data will be retained for 5 years. Michigan law prohibits library staff from disclosing information contained in library records, except as outlined in the Michigan Library Privacy Act.

Applicant's Signature & Date



Home Program Readers' Advisory Form

Name: _____

Authors I Like: _____

What Type of Materials Do You Want? Please Check All That Apply.

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> Regular Print Books | <input type="checkbox"/> Large Print Books | <input type="checkbox"/> Audiobooks |
| <input type="checkbox"/> DVDs/Blu-rays | <input type="checkbox"/> Music CDs | |

What Genres Do You Like to Read? Check All That Apply.

Fiction

- Adventure
- Animals
- Best Sellers
- Christian
- Classics
- Family
- Historical Fiction
- Horror
- Humor
- Gentle Mysteries
- Tough Mysteries
- Nature
- Romance
- Sci-Fi
- Thrillers
- War & Military
- Westerns

Non-Fiction

- Adventure
- Animals
- Best Sellers
- Biography
- Business
- Cooking
- Current Events
- Essays
- Fine Arts
- Health
- History
- Humor
- Inspirational
- Music
- Philosophy
- Psychology
- Poetry
- Religion
- Science
- Sports
- Travel
- True Crime
- War & Military

Do You Want to Avoid Materials With:

- | | | |
|--|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Strong Language | <input type="checkbox"/> Explicit Sex | <input type="checkbox"/> Violence |
|--|---------------------------------------|-----------------------------------|



Homebound Program Procedures & Rules

Please keep this for future reference.

The Royal Oak Public Library is happy to announce that we will now provide free mail delivery of books to Royal Oak residents who are unable to come to the library due to long-term or temporary disability.

Through this service, materials are mailed, along with return postage, directly to your home at no charge. Here are the basic guidelines for the Homebound Program:

1. If you do not already have a library card, one will be issued!
2. You are not responsible for postage. Each delivery bag will include pre-paid return postage. Simply place the books in the mail bag that you received them in and zip closed. Reverse the address label on the bag and mail the bag the same way that you would mail letters. Always return items in the same bag that they came in to insure correct postage.
3. This service includes books, large print books, MeLs, audiobooks, DVDs, Blu-rays, and music CDs that are owned by both the Royal Oak Public Library and the shared system of area libraries, known as The Library Network.
4. Check out periods are up to two months, but they may vary depending upon which library owns the requested item.
5. Express Reads are not included.
6. There are no overdue fees for books that are checked out using this service. Charges will be applied to any material that is lost. Damaged materials that belong to other libraries in the TLN may incur charges.
7. Patrons participating in the program may become ineligible for the service if they do not return library materials.

Questions?

**Contact Homebound Services Coordinator LaCharmine
Jefferson at lacharmine.jefferson@romi.gov or call
(248) 246-3724.**