



## HOME DELIVERY OF LIBRARY MATERIALS

Bentley Memorial Library is pleased to offer a *Home Delivery of Library Materials Program*. Through this program, library materials will be delivered to Bolton residents who are permanently or temporarily homebound due to disability or health problems. Senior citizens or others who are unable to drive also qualify for our home delivery service.

Here's how the program works:

1. Bentley Memorial Library loans print and audiovisual materials to individuals who qualify for home delivery. This includes items we can obtain from other libraries through the interlibrary loan system. Only passes to museums and cultural sites may not be borrowed under this program.
2. Participants must be residents of Bolton. They also must complete our simple *Home Delivery of Library Materials Program Enrollment Form* and return it to the library.
3. Participants must hold valid Bentley Memorial Library borrower cards. Any Bolton resident who wishes to participate in this program but does not have a valid borrower card should request a library card application along with the *Home Delivery of Library Materials Program Enrollment Form*.
4. Most materials will be loaned for 21 days. New fiction books will be loaned for 14 days. DVDs will be loaned for 7 days. Most items for which no other borrower is waiting may be renewed once. Renewals can be made by telephone or by emailing [bmlcirculation@biblio.org](mailto:bmlcirculation@biblio.org).
5. Requests for materials and renewals may be made by telephoning the library at 860-646-7349 or by emailing the library at [bmlcirculation@biblio.org](mailto:bmlcirculation@biblio.org) (on the subject line, type *ATTN: Home Delivery*).
6. Materials not available at the time of request will be placed on reserve and delivered when they become available. Please note that there may be waiting lists for new and/or popular items.
7. Materials will be delivered to and picked up from each participant's home by Bolton Social Services staff. Please call or email the library to arrange for deliveries and returns. Do not return materials by other means unless arrangements have been made in advance with the library staff.
8. Overdue fines are not charged for materials borrowed under this program. However, please return items as promptly as possible. Please do not lend library books and audiovisual items to others.
9. Participants will be charged the replacement cost for materials that are lost and/or damaged while in their care.

**If you have questions or want to sign up for the *Home Delivery of Library Materials Program*, please telephone the library at 860-646-7349 and speak with a staff member.**