



PRESCOTT PUBLIC LIBRARY
215 E Goodwin St.
Prescott, AZ 86303



Books on Wheels Policy

Policy Statement:

Books on Wheels is a library material delivery service available to any patron living in the Prescott city limits that either receives Meals on Wheels* or meets all of the following criteria:

1. Patrons are physically unable to visit the library, due to long-term illness or physical disability.
2. Patrons are confined to home for more than 120 days.
3. Patrons live in a non-driving household.

This service is specifically for our homebound patrons and is intended to assist with borrowing books. It is not a substitute for returning previously checked-out books, therefore it is requested that returns still be made as a part of our regular process.

Service will be discontinued if eligibility changes or if the Library Standards of Behavior Policy is not adhered to.

Please note: Participation in the Books on Wheels program does not constitute a formal agreement or contract. The service may be changed or cancelled at any time at the discretion of the Library Director or his/her designee. The service is dependent upon volunteer availability.

Process:

1. Each patron completes an application and an information sheet about the kinds of materials they desire. Applications and information sheets can be completed via our website, a paper version may be requested from the Books on Wheels Coordinator, or an application may be completed over the phone with the Coordinator.
2. Once the patron's application has been approved, the patron will be matched with a volunteer. The volunteer will be provided with a copy of the patron's information sheet.

3. Patrons can either select the materials they desire and place the holds via our online catalog, or they may call our Ask a Librarian phone line, 928-777-1500, to have the materials placed on hold for them.
4. After materials have been placed on hold and located, the patron receives an email notification that the materials are ready to be picked up.
5. The patron then notifies the volunteer, so that the materials may be checked out. Once library materials are checked out, volunteers contact their homebound patron and deliver the items.
6. Delivery of books and other library materials to the patron generally occurs at least once a month at a mutually agreed upon time.

***Meals on Wheels:**

The Prescott Public Library has now partnered with Meals on Wheels to deliver library materials to its patrons along with their meals. If you currently qualify and receive services for Meals on Wheels, then you also qualify for Books on Wheels! You may contact the Meals on Wheels or the Books on Wheels coordinators to get enrolled. The Books on Wheels Coordinator will work with you to select books and check them out for you. The Meals on Wheels volunteers will deliver them with your meals.