

Home Delivery Service Application Form

Thank you for your interest in the home delivery service for eligible residents living in the Library's Jamesville-DeWitt service area. Please complete the entire form. If you have any questions about how to complete the form, please contact Reference Librarian Kara Conley at the Community Library of DeWitt & Jamesville at kconley@onlib.org or 315-446-3578.

Applicant's name: _____

Street: _____ City: _____

Zip: _____ Telephone: _____

Emergency Contact Name: _____ Contact Telephone: _____

Do you currently have a library card from one of the libraries in the OCPL System? ___Yes ___ No*

If yes, what is your library card number? _____

*If you do not have a valid library card from one of the Onondaga County Public Libraries, we will mail a library card application to you, or you may apply online at http://www.onlib.org/web/catalog/faqs/get_card.htm.

Your application for the home delivery service will be retained until you return your library card application and it has been approved.

Eligibility requirements:

Recipients of the home delivery service must be residents in the Community Library of DeWitt & Jamesville's service area. In addition, recipients must meet one or more of the following requirements:

Check all that apply:

- Short term illness or disability (recovery period lasting at least six weeks)
- Long-term illness or disability (condition lasting longer than six weeks)
- Senior citizen non-driver (over 65 years of age)
- New parents (for the first six months after childbirth)



Please read carefully the following rules and guidelines for Home Delivery Service and sign below:

1. Home Delivery patrons may not have more than five printed materials and three media items out at one time.
2. Materials available for delivery include all CLD&J books, audiobooks, magazines, DVDs, and BluRays, with the exception of “new” items with a 3 day or 7 day loan period.
3. Materials can be requested, subject to availability OR materials can be selected by librarians based on the patron’s reading interest.
4. On top of physical materials, patrons can utilize the library’s digital services to access books, audiobooks, and movies, subject to availability. Librarians can provide instructions and guidance on how to download and use CLD&J’s digital services.
5. Home deliveries are made once per month, on the first Thursday of every month.
6. Deliveries will be made to patrons’ front door. Library staff members may not enter the home.
7. Patrons will be responsible for lost or damaged items.
8. The CLD&J retains the right to discontinue service if borrowed items are damaged and/or not returned in the same condition as they were delivered.
9. The CLD&J retains the right to ask patrons to verify their eligibility for home delivery service with a health care provider or social services provider, if necessary.

By signing this form, I agree to follow the guidelines of the Community Library of DeWitt & Jamesville’s Home Delivery Service. I understand that I am responsible for any materials borrowed with my library card.

Name x _____

Signature x _____

Please mail or drop off the signed and completed application form to the following address:

Community Library of DeWitt & Jamesville
Attn: Kara Conley
5110 Jamesville Road
DeWitt, NY 13078