



Guernsey County District Public Library Home Delivery Services

Welcome to our Home Delivery service! Please take a moment to familiarize yourself with our policies.

- This service is intended for individuals who cannot come to the library's physical locations due to age or permanent or temporary injury, illness, or disability.
- Home delivery patrons are responsible for keeping track of their items and ensuring that they are returned to the Outreach Assistant in a timely manner.
- Home delivery patrons are responsible for lost or damaged library materials.
- Items will automatically renew up to four times unless there are holds on the materials, such as with new releases. If you want to make sure an item is renewed, you must contact the Home Delivery Outreach Assistant before your next scheduled delivery.
- Home deliveries normally occur in a no-contact manner. Items will be left in an outdoor location of the patron's preference and must also be put there to be picked up on the next day of delivery. However, exceptions can be made if the patron cannot put their items outside due to physical limitations. This will be determined on a case-by-case basis.
- If the delivery driver visits twice without a response or prior notification of absence, deliveries will be suspended until the driver is contacted and new arrangements made.

- Please contact the Outreach Assistant in the event of a move to a new residence.
- Specific item requests can be made by calling the home delivery driver or ordering items through the library catalog www.guernseycountylibrary.org
If you need a specific item by the time of your next delivery, call or order the item online at least two weeks in advance.
- Home delivery patrons are expected to provide a current, working phone number and notify the driver of any changes.
- All entryways and walkways to homes must be clear of debris. The driver will not make a delivery if they cannot safely approach the home.
- If a home delivery patron needs to skip a monthly delivery or change the delivery day due to a doctor's appointment or other obligation, they must notify the driver before the next scheduled delivery. If they are receiving their delivery in a no-contact manner and will not be home on the day of delivery, they should leave their items outside protected from the weather and the driver will pick them up and leave the new items.

Thank you for choosing the Guernsey County District Public Library Home Delivery program for all of your library needs! We look forward to meeting you!

Shawna Parks

Home Delivery/Bookmobile Outreach Services

740-432-7536

shawna @guernseycountylibrary.org