

Hedberg Public Library  
A401 Extension Services  
Board Policy  
Last update – December 2006

The Hedberg Public Library provides extension services and materials to city residents who are unable to come to the library because of age, physical disability, or lack of transportation. There are two components of the library's extension program:

1. Hedberg@Home Materials Delivery Service
2. Donated collections to the Salvation Army, Boys and Girls Club, etc.

#### Hedberg@Home Materials Delivery Service

This service is provided to people who are unable to come to the library, due to a temporary or permanent condition, but who wish to have library materials delivered to them. They may be living independently in their homes or living in a group residential facility where no library collection is available. They may be caregivers whose responsibilities make library visits difficult. Library volunteers select, deliver, and pick up materials. A special Hedberg@Home Materials Delivery card is issued for use during the time the patron is registered with the program.

Circulation rules apply with the following exceptions:

- A special four-week loan period has been established for Hedberg@Home Materials Delivery patrons.
- A limit of one new large print book per delivery and no renewals on new large print books.
- No late fees are assessed for overdue materials; however, charges will be assessed for lost or damaged items and a bill will be sent.
- Interlibrary loan service is not available through the Hedberg@Home Materials Delivery service.
- Reserves cannot be placed for Hedberg@Home Materials Delivery patrons, including reserves on purchase requests.

#### Donated Collections

Donated collections are provided to organizations, such as the Salvation Army and Boys and Girls Club, that serve youth and adults for whom there are social or cultural barriers preventing traditional use of the library. Materials in these donated collections are paperback books and books withdrawn from the library's collection. The organizations are asked to promote use of the books and to develop their own distribution systems. Donated collections become the property of the organization to which they are donated.