

## **LIBRARY DIRECT 2U DELIVERY POLICY**

### **Purpose**

The purpose of the Library Direct 2U Delivery Service is to provide library materials to Beaumont and Cherry Valley residents unable to come to the Library. Individuals, groups, and institutions are eligible for Library Direct 2U Delivery Service as outlined in this policy.

### **Responsibility**

Participants in the Library Direct 2U Delivery Service agree to abide by all policies and procedures of the Beaumont Library District.

### **Eligibility for Service**

Individuals must reside within district boundaries and be confined to their residence, either temporarily due to extended illness/convalescence or permanently due to disability, age, or other medical issue.

### **Delivery Schedule and Loan Period**

Delivery will be scheduled at the mutual convenience of staff and patron. At the time new materials are delivered, the items from the previous delivery will be retrieved and returned to the library.

### **Fines and Fees**

There is no fee for Library Direct 2U delivery. Users are expected to have materials available for return in a timely fashion.

### **Home Environment Required for Delivery**

Patrons requiring delivery services must provide a safe and appropriate environment for staff members who make deliveries to their homes and patrons must protect all library materials while in their custody. Staff members may choose not to enter a property, to leave the property immediately and/or to recommend suspension of the service if any of the following conditions exist:

- Pets are not confined (with the exception of service animals trained to assist a disabled person),
- A clear safe path to the door,

- Any person on the property is dressed in revealing attire,
- Any person on the property presents threatening behavior,
- Any person on the property uses abusive or obscene language, make obscene gestures or displays obscene images,
- Any person on the property harasses the library's representative,
- Any person on the property exhibits signs of illness that may jeopardize the health of the library's representative and the library has not been notified of the illness,
- Any person engaging in any illegal activity on the property at the time of the library's delivery,
- Any library material currently in the possession of the patron appears to be willfully defaced, mutilated, or damaged while in possession of the patron, or
- Conditions on the property are unsafe or unsanitary.

If the Staff member must leave the property, deny service or wishes to recommend suspension of service because the occurrence of any of the above is deemed as unsafe or inappropriate, the staff member shall provide the Principal Librarian for Outreach & Youth Services and the Library Director with notice of why such action occurred together with any recommendation for length of suspension of service.

The Principal Librarian for Outreach & Youth Services will send written notice to the patron of the reason for and the length of any continuing suspension of service and shall provide a copy of the notice to the Library Director. No suspension of service in excess of thirty (30) days will be imposed unless it is recommended by the Library Director.

#### **Amendment of Library Direct 2U Delivery Policy**

The Beaumont Library District Board of Trustees reserves the right to review and amend this policy at any time.

Adopted by Board of Trustees – 9/29/22  
Reviewed - 2/29/24