



What is Library Express?

Library Express is the homebound and books-by-mail service of the Natchitoches Parish Library (NPL) which extends library services to residents of Natchitoches Parish who are physically unable to come to the library. Depending on an individual's residence within the parish, library materials (books, DVDs, etc.) are either hand-delivered or mailed directly to their home.

Who is eligible to receive this service?

Natchitoches Parish residents who wish to utilize traditional library services but are physically unable to leave their home due to a permanent or temporary condition are eligible for Library Express services.

What qualifications must be met to receive this service?

To qualify for Library Express services, patrons must reside within Natchitoches Parish, have a valid library card in good standing, and meet the terms of the program.

What are the terms of the program?

Homebound

Natchitoches Parish residents who live **within 15 miles of the main library location** and are considered homebound are eligible to receive library materials hand-delivered to their home.

Homebound is defined as having a condition that restricts a person's ability to leave their place of residence either temporarily, due to illness or injury, or permanently, due to age, disability or other mobility problems.

Books-by-Mail

Natchitoches Parish residents who live **farther than 15 miles from the main library location** and are eligible to receive free matter for the blind and visually handicapped through the United States Postal Service (Publication 347) can receive library materials through the mail.

What if I do not have a Natchitoches Parish Library card?

During the initial home delivery, Library Express personnel will register the patron (*Homebound or Books-by-Mail*) for a library card if they do not already have one. Library Express registration forms, including library card number, will be maintained by the NPL staff for use in checking out materials to patrons.

Is there a fee associated with this service?

Library Express is a free service provided by the Natchitoches Parish Library; however, Library Express patrons accept financial responsibility for lost or damaged items.

Are there restrictions on what materials may be checked out?

Library Express patrons may choose from a wide variety of materials and formats including regular and large print books, audiobooks and Playaways, magazines, and DVDs. Materials are selected individually for each patron according to the patron's interests and requests. Because of the extended checkout period, materials provided to Library Express patrons must be at least six (6) months old.

How often are materials delivered/returned? How many items are delivered each time?

Homebound

Library Express staff will hand-deliver approximately 10-15 items on a bi-weekly basis to *Homebound* patrons. The previous delivery's items may be returned during this same visit. Patrons are expected to keep track of and return loaned materials to the NPL in a timely manner.

Books-by-Mail

Books-by-Mail patrons will receive approximately four (10) items, mailed in zippered pouches with reversible address labels for easy return, through the United States Postal Service. Upon receipt of loaned materials, NPL staff will mail out additional items. Patrons are expected to keep track of and return loaned materials to the Outreach Coordinator in a timely manner.

How do I sign-up for Library Express?

Natchitoches Parish residents interested in the Library Express service may complete an application online or in the library. Applications should be returned to:

Natchitoches Parish Library

Library Express Service

450 Second St.

Natchitoches, LA 71457

Questions? Contact:

Danelle Hunter or Dee Sanders

318-238-9231

bookschoolmobile@natlib.org

Please Note: All applications are subject to approval by library staff regarding eligibility for Homebound or Books-by-Mail service. Library Express personnel are able to select and deliver library materials to you; however, they are not able to assist in non-library related matters.

Natchitoches Parish Library



Homebound & Books-by-Mail Service

Patron Name: _____

Address: _____

Phone Number: _____ Date of birth: ____ / ____ / ____

Email: _____

Additional Contact Name & Phone Number: _____

Indicate the primary reason you are applying for the Library Express service.

- | | |
|--|---|
| <input type="checkbox"/> Elderly | <input type="checkbox"/> Blind or Visually Handicapped |
| <input type="checkbox"/> Physically Impaired | <input type="checkbox"/> Long-term Care Facility |
| <input type="checkbox"/> Injured | <input type="checkbox"/> Retirement/Rehabilitation Center |
| <input type="checkbox"/> Critically Ill | <input type="checkbox"/> Homebound Student |

I wish to apply for the:

Homebound Service

I meet the definition of homebound, as defined by the Natchitoches Parish Library:

Homebound is defined as having a condition that restricts a person's ability to leave their place of residence either temporarily, due to illness or injury, or permanently, due to age, disability or other mobility problems.

Yes No

Books-by-Mail Service

I am eligible to receive free matter for the blind and visually handicapped through the United States Postal Service (Publication 347).

Yes No

Please answer the following questions:

1. Which format(s) do you prefer? Please check all that apply.

- Regular Print Large Print Audio Books Playaways Magazines

2. Which genre(s) do you prefer? Please check all that apply.

Adult Fiction

- | | |
|--|--|
| <input type="checkbox"/> Adventure | <input type="checkbox"/> Science Fiction |
| <input type="checkbox"/> Best Sellers | <input type="checkbox"/> Short Stories |
| <input type="checkbox"/> Christian | <input type="checkbox"/> Spy/Espionage |
| <input type="checkbox"/> Classics | <input type="checkbox"/> Suspense |
| <input type="checkbox"/> Contemporary | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Family Stories | <input type="checkbox"/> War Stories |
| <input type="checkbox"/> Fantasy | <input type="checkbox"/> Western |
| <input type="checkbox"/> Historical | <input type="checkbox"/> Young Adult |
| <input type="checkbox"/> Horror | <input type="checkbox"/> Other |
| <input type="checkbox"/> Humor | _____ |
| <input type="checkbox"/> Legal Thrillers | _____ |
| <input type="checkbox"/> Mystery | _____ |
| <input type="checkbox"/> Political Thrillers | _____ |
| <input type="checkbox"/> Romance | |

Adult Non-Fiction

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Biographies | <input type="checkbox"/> Poetry |
| <input type="checkbox"/> Business | <input type="checkbox"/> Politics |
| <input type="checkbox"/> Career | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Computers | <input type="checkbox"/> Science |
| <input type="checkbox"/> Cooking | <input type="checkbox"/> Self-Help |
| <input type="checkbox"/> Crafts | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Gardening | <input type="checkbox"/> True Crime |
| <input type="checkbox"/> Health | <input type="checkbox"/> War |
| <input type="checkbox"/> History | <input type="checkbox"/> Other |
| <input type="checkbox"/> Humor | _____ |
| <input type="checkbox"/> Music | _____ |
| <input type="checkbox"/> Nature/Animals | _____ |
| <input type="checkbox"/> Philosophy | _____ |

Children's Materials

Children's Fiction

Please indicate reading level: _____

Children's Non-Fiction

Please indicate reading level: _____

3. I do not wish to receive books that contain:

Strong language

Violence

Explicit descriptions of sex

4. Do you have a current Natchitoches Parish Library card?

Yes

No

If yes, what is the number? _____

5. Describe in detail how to find your home, noting specific landmarks or details (gate code, stairs, animals, etc.).

6. How did you find out about Library Express? _____

7. I would like the Natchitoches Parish Library to keep a record of my Library Express reading history.

Yes

No

Signature: _____ Date: _____

Before your first delivery, Library Express staff will contact you and schedule a home or phone interview to help you become more familiar with the service.