

RAINY RIVER PUBLIC LIBRARY		
Category: SERVICES		Number: SE7
	Topic: Shut-In and Institutional Borrowers	Page: 1 of 1
Date: September 27, 2011	Authorized by:	

This policy establishes the library's rules for services to Shut-In and Institutional borrowers.

1. Shut-ins

The library shall offer a special category of service to borrowers who, for valid medical reasons, are physically unable to visit the library facility. A separate category for these borrowers shall be maintained in the integrated library system (ILS).

- a. Shut-In borrowers shall be subject to all membership policies of the library except for Section 6 of Policy SE6 (Circulation). A representative of the Shut-In borrower must provide current contact information to library staff.
- b. Items for Shut-In borrowers may be selected by library staff. Staff are authorized to disclose borrowing information to a designated volunteer if the information impacts on the standing of the membership account.
- c. Delivery of materials to and from Shut-Ins shall be made only by authorized library volunteers or by a volunteer designed by the borrower, and only at times and dates when volunteers are available. Library staff are not responsible for pick-up or delivery of materials.

2. Institutional Borrowers

The library shall offer a special category of service to institutional borrowers in the community. A separate category for these borrowers shall be maintained in the integrated library system (ILS).

- a. Institutional memberships shall be subject to all membership policies of the library. In addition, the institution must designate a single individual who will be the card holder. This card holder must be identified in the membership record and will be the primary point of contact for all communications regarding the standing of the record.
- b. The institutional borrower must accept all liability for use of the items borrowed. Uses which may contravene identified rights or audiences become the sole responsibility of the institutional borrower.