

RAINY RIVER PUBLIC LIBRARY		
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This policy establishes the library’s rules for home library services to institutional borrowers.

1. Home Library Services: 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. Home library service 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 home library service 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 home library service clients 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. This may include child care centres, individual businesses or other corporate entities. A separate category for these borrowers shall be maintained in the integrated library system (ILS). Authorization to grant an institution account is at the discretion of the CEO.
 - 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

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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 are the sole responsibility of the institutional borrower.