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## OUTREACH POLICY

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### **PUBLIC OUTREACH VEHICLE STOPS**

Our Outreach Vehicle brings the Library to you! We visit community events which are open to the general public and select neighborhoods on a routine, published schedule (subject to change). Services provided at these types of stops include registering for a library card and checking out and/or returning materials. You can browse materials for all ages in a variety of formats, including books, large print materials, audiobooks, and DVDs/Blu-Rays. Materials placed on hold will not be available at these stops and must be picked up at the library.

### **OTHER OUTREACH SERVICES**

The Library provides materials and services to local preschool and K-12 students as well as residents of assisted-living and senior-living facilities. These stops are not open to the general public. Services include lobby stops or materials delivery to schools and facilities. With **lobby stops**, staff will use rolling carts to bring materials inside the building for patrons to browse and check out. With **materials delivery**, staff will deliver bags of materials to facilities on a regular basis, with these sites establishing their own method of distributing the materials.

The Library also serves individuals who are homebound by providing **home delivery**. This service is for patrons who are unable to come to the library due to extended or acute illness, physical disabilities, or other extenuating circumstances. To qualify, a patron must be a Westfield or Washington Township resident, be unable to visit the library in person, and have no one in the household able to visit the library to obtain materials for the homebound individual. Selection of materials is made by staff based on patron interests and requests.

### **HOW TO REQUEST A VISIT**

Contact the Adult Desk by calling 317-896-9391 or emailing [librarian@wwpl.lib.in.us](mailto:librarian@wwpl.lib.in.us) to learn more and request a visit from the Outreach Vehicle.