

Obtaining a Library Card for Homebound Customer

Applying for a Library Card:

The Irving Public Library makes available a Homebound Card for those who are unable to come to a library as a result of physical impairment. A relative or friend may take the Application for Library Card for Homebound Customer to the person who is unable to come to the library. Once the application is completed, it must be returned to a library with a letter from a physician, social worker or the residence administrator confirming the name and address of the applicant and stating that the applicant is unable to visit a library due to a physical impairment. The Homebound library card and PIN information will be mailed to the customer.

Materials Check-out:

A customer with a Homebound library card may call the library to request library materials to be picked up by someone of his/her choosing, who will bring the card to the library and checkout the materials. Materials may also be selected for the customer's use by the person of his/her choosing and checked out on the customer's card. The Homebound library card does not permit use of the public computers at the library.

Responsibility Agreement:

A customer with a Homebound library card agrees to be responsible for all materials checked out on the library card and to have the materials returned on time by the person of his/her choosing. The customer also agrees to follow all library policies and procedures. The customer will notify the library immediately if the card is lost or stolen and also report any change in address, phone or email information.

Checkout limits:

50 items with the following limits: 10 magazines; and 2 Bluebonnet Award books

Loan Periods

Movies & High-demand materials – 10 days
All other materials – 3 weeks

Renewing the card

You may renew the card by sending an updated letter from a physician, social worker, or residence administrator or by sending a notarized statement that confirms the applicant name and address and the homebound status due to a physical impairment.

You may renew library materials or review your account online with your library card and PIN at www.cityofirving.org/library or call 972-721-2440.

Application for Library Card for Homebound Customer

Member Name: _____
Last First M.I.

Address: _____
Number Street Apt. #

City State Zip Code

Date of Birth: _____ Gender M F

Telephone number: _____

Email: _____

I acknowledge that:

- I am unable to visit the library in person as a result of physical impairment.
- I authorize the bearer of my library card to check out materials on my card.
- I am responsible for all materials checked out to the card.
- I am responsible for payment of any charges assessed for lost or damaged materials.
- I am responsible for notifying the Irving Public Library if the card is lost or stolen.
- A fee will be charged for a replacement card.
- I am responsible for notifying Irving Public Library of any changes in address or contact information.

Applicant signature

Date

Staff Use only: Library Card # and PIN issued _____

Deliver this application and a separate letter from physician, social worker or residence administrator to any Irving Public Library or mail to:

Circulation Supervisor, Irving Public Library, 801 W. Irving Blvd., Irving, TX 75060