

# WEST CHICAGO PUBLIC LIBRARY DISTRICT

## OUTREACH SERVICES POLICY

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The mission of Outreach Services of the West Chicago Public Library District is to provide library materials to people who are not able to come into the library.

Materials available through Outreach Services include regular print and large print books, audio books, films, and music. Applications for the Illinois State Library's Talking Book and Braille Service (TBBS) will be made available.

### PROCEDURE

#### **Outreach to Homes**

- Materials are requested through the Adult Services Department by phone, mail, or email.
- Materials will be mailed to the patron in reusable envelopes with return postage included.
- Materials must be returned by the due date; contact the Library for renewals.

#### **Outreach to Organizations**

- Library visits to organizations within the Library District can be made by request and is dependent on Library staff availability.

Approved by Board of Library Trustees: 2/23/2004; 5/21/2007; 7/26/2010; 9/23/2013; 1/23/2017; 5/24/2021; 3/25/2024