

30 August 2016

## Information Guide

(Retain for your records)

Welcome to the Home Library Service.

The Bayside Home Library Service provides a service that encompasses the needs of all eligible customers living in Bayside.

As a new applicant we would ask that you read this Information Guide.

You will need to complete the Home Library Service Membership Application form and Reading Preference Guide and return it in the self stamped and self addressed envelope to:

**Bayside Home Library Service**

Brighton Library  
14 Wilson Street  
BRIGHTON Vic 3186

Thank you and I hope you enjoy the benefits of the Home Library Service.

Heather Northwood  
Home Library Service Co-ordinator  
Phone: 9591 5912

## **What is the Home Library Service?**

- The Bayside Library Service provides free deliveries of library materials. It is a personalized service and staff select items to suit your individual reading, listening and viewing interests. Dedicated volunteers will then deliver the items to you every month.

## **Who can use the Home library Service?**

- Bayside residents who live at home or in a care facility, and are unable to visit or have someone take them to a library, or borrow on their behalf.
- Choosing not to travel to the library is **not** a qualification for membership of the Bayside Home Library Service.
- Community members wanting to use the service will be assessed to ensure they meet the eligibility criteria.

## **How does the Home Library Service operate?**

- Home Library Service visits are scheduled monthly on the same day.
- Delivery times may vary due to volunteers' commitments.
- Extra visits are not possible due to staffing constraints.

- The borrower needs to be home to accept delivery of their books/items. If this is not possible, Home Library Service patrons are expected to phone the library to make other arrangements.
- Home Library Service patrons should return items in good condition. If items are lost or damaged then borrowers will be responsible for the replacement.

### **What can I borrow?**

- You can borrow up to 15 items from the libraries extensive collection of fiction, non-fiction, large print and regular print, magazines, books on audio cassette and CD's, videos and DVD's, music CD's and items in languages other than English.
- Home Library Service customers are required and welcomed to provide their reading tastes and attempts to accommodate their requests will be made.
- The Bayside City Council operates a Community Bus, and customers may be eligible for this service.

Membership to the Bayside Home Library Service will be reviewed annually.

**Would you now please complete the “Membership Application Form” and “Reading Preference Guide” and return it in the stamped, self addressed envelope provided.**

If you have any queries at all concerning the Service, please do not hesitate to contact:

Heather Northwood  
Home Library Service Co-ordinator  
Bayside Library Service  
Phone: (03) 9591 5912



## Membership Application Form

After reading the Home Library Information Guide, please complete the following application form.

We would encourage you to provide as much information as possible to support your application.

If you are experiencing difficulties in completing the form it may be helpful to seek the assistance of a Relative, Friend or your Healthcare Professional.

TITLE: Miss, Mrs, Ms, Mr (Please circle)

SURNAME: .....

FIRST NAME:.....

DATE OF BIRTH: .....

FEMALE / MALE: (Please circle)

ADDRESS: .....

.....

(Room number if applicable) .....

SUBURB: .....

POSTCODE: .....

PHONE NUMBER: .....

I wish to apply for the Bayside Home Library Service:  
(please circle)

Do you receive Home Help? Yes / No

Do you receive Meals on Wheels Yes / No

*Has a Council Assessment Officer visited* Yes /No

I feel that I meet the criteria for the Bayside Home Library Service because: (Please list your reasons, eg Age, Frailty, Physical Disability, Illness, Awaiting an Operation, etc):

1. ....

2. ....

I do not have a family member or friend who could visit the library on my behalf.

Other relevant information that may assist the Home Library Service staff, eg, I'm in a wheel chair, I cannot walk, I'm hard of hearing, etc.

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## Reading Preference Guide

To assist the library staff in selecting material for you, please complete this form by ticking the appropriate box for the categories you are interested in, or providing other relevant information.

Thank you.

## Reading Style

You can tick more than one reading style.

I prefer

LARGE PRINT

ORDINARY PRINT

TALKING BOOKS

BOOKS ON CD

## Genre

Please tick as many genres as you like.

I prefer to read -

GENERAL FICTION

ROMANCE

MYSTERY

WESTERNS

SCIENCE FICTION/FANTASY

- FAMILY SAGAS
- AUTOBIOGRAPHIES/  
BIOGRAPHIES
- COFFEE TABLE BOOKS
- NON-FICTION

Please specify what non-fiction topics you prefer eg, gardening, cooking, pets, handcrafts, history, etc.

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My favourite authors are:

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# Magazines

Do you like to read magazines?      Yes /No  
(Please circle)

If YES:

I prefer to read (please tick as many boxes as you wish)

- AUSTRALIAN MAGAZINES
- CURRENT AFFAIRS MAGAZINES
- CRAFT MAGAZINES
- FASHION MAGAZINES
- SPORTS MAGAZINES
- COMPUTER MAGAZINES

Please specify the titles of the magazines you prefer eg,  
Australian Women’s Weekly, Better Homes and Gardens etc.

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**Videos**

Would you like Videos? Yes / No

If so, please specify what video topics you prefer:

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**DVDs**

Would you like DVDs? Yes / No

If so, please specify what DVD topics you prefer:

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Number of items required for a 4 week period:

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Languages other than English, which are spoken/read by you:

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**Comments**

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Please provide the details below of a relative, friend or neighbour whom we may contact if we experience difficulties getting in touch with you.

SURNAME: .....

FIRST NAME:.....

ADDRESS:.....

SUBURB:.....

POSTCODE:.....

PHONE: BUSINESS HRS: .....

AFTER HRS: .....

RELATIONSHIP TO YOU:

.....

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I agree to abide by the Bayside Home Library Service guidelines and understand the conditions of service as outlined in the document.

Customer's Signature: .....

Date: .....