

Focus on Community: Bringing Library Outreach Services to Seniors

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Monthly Book Cart Deliveries to Senior Facilities

- Visit each facility monthly with one cart of regular print and one cart large print books. Know what your readers like and have their favorites ready for them. Can deliver holds on these days, also.
- Place “new” library items on top shelves of both carts.
- Take two laptop computers with air cards, receipt printers, and barcode scanners in laptop backpacks.
- Change due date in circulation system to date of next monthly delivery (usually a 4 week check out.)
- Take along book request forms, New York Times bestseller list, and other book lists to place holds for patrons.
- A typical visit in each facility lasts about 60 minutes.
- Offer “homebound” delivery to residents who can’t come to book cart delivery.
- Have book return bin at front desk of each facility and encourage/remind patrons to use it.

Issuing Outreach Library Cards

- For Outreach patrons, use a patron code where they won’t incur fines or fees.
- Email notifications go to an email account accessed by the Outreach Department.
- Outreach Department keeps the library key cards on separate key rings by facility. Write patrons’ names on card. Outreach patrons keep the larger library card.
- Make all PINs the same number.

Wednesday “Express” Deliveries

- For weekly delivery of holds and pick up of books in book return bins. No book cart delivery.
- Outreach Department get email notifications of items to be picked up from library hold shelf.
- Monday and Tuesday of each week call patrons to let them know items will be delivered on Wednesday to the front desk of their residence.
- On Wednesday, check out holds to patron’s card. Make date due at least 3 weeks away or next book cart delivery day (not more than 4 weeks.)
- Visit each facility to deliver holds and pick up returned books from bins kept at front desk of each facility.
- Wednesday “Express” deliveries to 4 facilities takes about 1 ½ - 2 hours.

PR Ideas

- Must develop relationship with Directors and Activities Directors at each facility to get their cooperation.
- Book cart deliveries must be on the calendar of events at each facility.
- Offer monthly book discussion &/or book talks at facilities and promote getting a library card.
- Keep library brochure holders in each facility filled with library calendar, brochures, and delivery information.
- Have a Senior Summer Reading Program. Everyone who participates should win the final prize.
- Have a “Love Your Library” campaign in February. Each new library card holder gets a goodie bag.
- Make “READ” posters to place in facility using picture of residents holding their library cards.