



ALBANY PUBLIC LIBRARY HOME LIBRARY SERVICE AGENCY AGREEMENT

Agreement between _____

and the **Albany Public Library** (APL) in regards to the provision of the **Home Library Service** (HLS).

We _____ have read the Albany Public Library's 'Home Library Service Protocol' and undertake to:

- Remind patrons of HLS visits prior to scheduled delivery dates;
- Ensure patrons have their previously delivered items ready for collection on the delivery day;
- Ensure that if a patron is not in attendance during the delivery, their items for collection are placed outside their room or given to the duty carer to be handed over to HLS staff. Note: newly delivered items will be placed outside patron's room unless otherwise arranged in advance;
- Advise the Albany Public Library in the event an HLS patron leaving or passing away;
- Liaise between HLS patron's next of kin and the Albany Public Library in regards to any unreturned items at the time of the HLS patron's death;

In order to facilitate the Home Library Service being offered to residents of

(name of agency/organisation)

Signed: _____ (Agency Manager)

Dated: _____

Appendix D

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