

## Application for Home Delivery Service

For receiving library materials mailed to your home.  
Please return the application to [gabby.stangis@romi.gov](mailto:gabby.stangis@romi.gov) or via mail to:  
Royal Oak Public Library 222 E 11 Mile Rd. Royal Oak, MI 48067

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Emergency Contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to Home Delivery applicant:

\_\_\_\_\_

I have read and agree to the **Home Delivery Service Requirements** (at the end of this document). I understand that I assume responsibility for the materials I receive, and that I may become ineligible for this service if I do not return library materials.

\_\_\_\_\_  
***Applicant's Signature & Date***

### Loan History Opt-In

By signing this form, I am opting in to save my loan history. I acknowledge that the Royal Oak Public Library will retain data about titles that I have borrowed using my library card. Loan history information will be available for display within My Account and will only include titles that are checked out after I opt in. Titles that I borrowed prior to opting in will not be available for display. Loan History data will be retained for 5 years. Michigan law prohibits library staff from disclosing information contained in library records, except as outlined in the Michigan Library Privacy Act.

\_\_\_\_\_  
***Applicant's Signature & Date***

## Home Delivery Service Readers' Advisory Form

Name: \_\_\_\_\_

Authors I Like: \_\_\_\_\_

What Materials Do You Want? Please Check All That Apply.

- |                                              |                                           |                                    |
|----------------------------------------------|-------------------------------------------|------------------------------------|
| <input type="checkbox"/> Regular print books | <input type="checkbox"/> DVDs             | <input type="checkbox"/> Blu-Rays  |
| <input type="checkbox"/> Large print books   | <input type="checkbox"/> Audiobooks on CD | <input type="checkbox"/> Music CDs |

What genres do you like to read? Check all that apply.

### Fiction

- ☐ Adventure
- ☐ Animals/Pets
- ☐ Best Sellers
- ☐ Christian materials
- ☐ Classics
- ☐ Contemporary
- ☐ Diverse Characters
- ☐ Dystopian
- ☐ Fantasy
- ☐ Family
- ☐ Historical Fiction
- ☐ Horror
- ☐ Humor
- ☐ LGBTQIA+
- ☐ Gentle Mysteries
- ☐ Tough Mysteries
- ☐ Nature
- ☐ Romance
- ☐ Science Fiction
- ☐ Thrillers
- ☐ War and the Military
- ☐ Westerns

### Non-Fiction

- ☐ Adventure
- ☐ Animals
- ☐ Biography
- ☐ Business
- ☐ Cooking
- ☐ Current Events
- ☐ Essays
- ☐ Fine Arts
- ☐ Health and Medicine
- ☐ History
- ☐ Humor
- ☐ Inspirational
- ☐ Languages
- ☐ Music
- ☐ Philosophy
- ☐ Psychology
- ☐ Poetry
- ☐ Religion
- ☐ Science and Nature
- ☐ Sports
- ☐ Travel
- ☐ True Crime
- ☐ War and the Military

### Please avoid materials with:

- ☐ Strong language
- ☐ Explicit sex
- ☐ Violence

Please include anything else you would like to avoid: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ☐ Please check here if you want to receive materials on a continuous basis.
- ☐ Please check here if you want to receive materials only when you request them.

## Home Delivery Service Requirements

*Please keep this for future reference.*

The Royal Oak Public Library provides free mail delivery of select materials to Royal Oak residents who are unable to come to the library due to a long-term or temporary disability or illness.

Through this service, materials are mailed along with return postage, directly to your home at no charge.

### **General Requirements:**

1. You must be a resident of the City of Royal Oak and have a valid library card. If you do not already have a library card, one will be issued.
2. If you become able to physically visit the library, you must inform staff that you should be removed from the program.
3. This service includes books, large print books, audiobooks, DVDs, Blu-rays, and music CDs that are owned by the Royal Oak Public Library, the shared system of area libraries, known as The Library Network (TLN), or libraries in the Michigan Electronic Library (MeL) system.
4. Check out periods are up to two months, but this may vary depending upon which library owns the requested item.
5. There are no overdue fees for materials that are checked out using this service. Charges will be applied to any Royal Oak material that is lost. Damaged or lost materials that belong to other libraries will incur charges.
6. You may become ineligible for the service if you do not return library materials.

### **Mailing Service Requirements:**

1. You are not responsible for postage. Each delivery bag will include pre-paid return postage.
2. Reverse the address label on the bag and mail the bag the same way that you would mail letters. Always return items in the same bag that they came in to ensure correct postage and to protect fragile media.

### **Questions?**

Contact Librarian Gabby Stangis

Phone: (248) 246-3745

Email: [gabby.stangis@romi.gov](mailto:gabby.stangis@romi.gov)