



NPL @ Your Door Usage

- The NPL @ Your Door program is a service provided to Novi residents to receive library materials by mail: books, movies, music, audiobooks and more. If residents are unable to come to the Library due to accessibility, illness or other reasons, NPL can mail materials to a resident's home.
- To qualify for the NPL@ Your Door program, a resident must:
 - have a valid Novi Public Library card in good standing and;
 - be 18 years or older to apply for this service. If a resident is under 18 years old, a parent, guardian or caregiver must sign the child up for the NPL @ Your Door program and take responsibility for all borrowed items.
- In order to sign up for the NPL @ Your Door program, a resident:
 - may call or email the Library to submit an application for this service;
 - will be notified by Library staff when the resident has been accepted into the program and;
 - must agree that the resident's library card will be used exclusively for the NPL @ Your Door program. The resident may not use their library card for any checkouts at the Library, including the drive-up window, lockers or Lakeshore Lending Library.
 - must designate if the resident will participate in the program on a permanent or temporary basis,
 - must provide a participation start date and end date at registration, if using the service temporarily, with a minimum of four weeks required for participation in the program.
- A resident is allowed one mailer bag at a time per library card. The number of items allowed per mailer bag is determined by weight limit.
 - Materials are mailed directly to the resident in a mailer bag at no charge. The resident is required to mail all materials back to the Library within the checkout time limit using the provided postage prepaid mailer bag.
 - Only items owned by NPL can be mailed
- A resident may be suspended from the NPL @ Your Door program for:
 - damage to materials, including the provided mailer bag;
 - repeated failure to return materials (either part of or the total of items checked out) using the provided postage prepaid mailer bag;
 - repeated in-person check out of materials at the Library;
 - repeated in-person return of materials at the Library, or;
 - any other misuse of the program as determined by the NPL @ Your Door committee.
- The NPL @ Your Door program may be discontinued at any time for any reason.

Policy Handbook: Approved January 27, 2022, Amended March 24, 2022

Signed:

Kathy Crawford
President
Novi Public Library Board of Trustees