

## **Home Book Delivery Program: “Book and a Bite”**

The Reuben Hoar Library recognizes that there are circumstances related to mobility, illness, and other issues that may prevent certain Littleton patrons from physically visiting the Library. In conjunction with the Council on Aging (COA), the Reuben Hoar Library “Book and a Bite” Program provides materials to Littleton patrons who meet eligibility requirements.

### **Eligibility for “Book and a Bite” Delivery**

A Littleton resident requesting delivery services is required to meet one of the following criteria:

- Permanent physical disabilities which prevent an individual from visiting the Library.
- Temporary physical limitations (or illness) which prevent an individual from visiting the Library for a minimum of three weeks or longer.
- Severe mobility problems which prevent an individual from visiting the Library.

Eligibility will be established by a phone interview between a library staff member and the interested patron. The patron will also be asked how they heard about the program as well as for contact information. Book preferences may also be discussed, and are kept confidential in alignment with Library policy. Should the patron not have a Library card, the Librarian will assist the patron in obtaining one. The patron is welcome to request specific titles, genres and formats and/or may ask the Librarian to select materials based on their questionnaire responses.

The patron will receive a reminder of the date of delivery. During inclement weather or other unforeseen circumstances, delivery may be delayed at the discretion of library staff and canceled when the town schools are closed due to weather emergencies. The library may need to adjust frequency of deliveries or maintain a waitlist at times depending on available staffing resources. Every effort to honor scheduled deliveries will be made and any changes will be communicated to patrons.

### **Volunteers for “Book and a Bite” Delivery**

Volunteers for the “Book and a Bite” delivery program are required to have a valid driver’s license in good standing and to have an up-to-date CORI, which is available through the COA. Training specific to community based visits is available through the COA. A volunteer waiver, provided by the Littleton COA, must be signed by the volunteer prior to participating in this programming

The library volunteer will deliver the books and a snack to the home. Patrons are responsible for accepting or declining the snacks according to their own personal health needs. For safety purposes, it is recommended that volunteers hand materials to patrons at the door. They will record the date and time of their visit and note whether the items were delivered directly to the patron or left at the door. This information is shared with the COA, and is turned in at the end of the shift. Books that are returned are also turned in, along with a log of mileage and hours spent volunteering.

Volunteers are expected to follow the Library's Confidentiality and Volunteer policies.

Approved by  
Reuben Hoar Library Trustees  
July 31, 2025