



Accessible Services offers monthly book deposits to various facilities, including long-term care homes, hospitals, and day centres. If you are interested in this service for your facility, please fill out the form below and email it to accessible@vpl.ca.

CONTACT INFORMATION

Facility Name: **No. of Residents:**

Street Address:

Vancouver, B.C. **Postal Code:** **Buzzer #:**

Facility Contact:

Phone: **Email:**

**Please update the library immediately when there is a change to the contact information.*

Driver Instructions (parking, location for drop off/pickup area)

Material Selection

How many items would you like per month?

Staff feel comfortable placing their own holds using the VPL website:

Yes No, I would like some instruction

What type of material would you like? (Library staff will contact you to inquire about your facility's preferences.)

CONSENT

I give the Vancouver Public Library permission to keep a history of materials delivered to the facility in order to avoid duplication of deliveries.

I acknowledge that the facility indicated above is accountable for all borrowed materials and any charges incurred, including those for lost or damaged items.

Signature: **Date:**

INFORMATION ON BOOK DEPOSIT

How many items can we have each month?

A: We typically initiate your book deposit with a delivery of 25–50 items per month and can adjust numbers as needed.

What kind of items can we borrow?

A: The library offers a wide array of items and formats available for loan, such as DVDs, magazines, audiobooks, music CDs, large print books, and regular print books. In the realm of fiction, we carry a large collection spanning mysteries, romance, historical narratives, thrillers, and more. Our non-fiction selection encompasses diverse genres, such as biographies, science, travel, and art.

We are also committed to supporting your programming activities by providing library materials that will enhance and enrich your program on a specific topic. If you are organizing a program on a particular subject, please don't hesitate to reach out to us.

What languages do you offer?

A: In addition to English and French, VPL's multilingual collection includes material in Arabic, Chinese, German, Hindi, Italian, Japanese, Korean, Persian/Farsi, Polish, Portuguese, Punjabi, Russian, Spanish, Tagalog, and Vietnamese.

How does delivery work?

A: Our driver will deliver your items in plastic totes. Pickup and delivery will occur every four weeks. You will receive an email reminder before the date of delivery and we ask that you have the returning materials packed up and ready for the driver to take away.

Is there a cost for this service?

A: No, this service is free for care facilities located in the City of Vancouver.

What happens if items become overdue or we lose something?

A: The library has eliminated late fees for overdue materials. Nevertheless, care facilities are responsible for any borrowed items. Replacement costs will be applied for any lost or damaged material. Please feel free to reach out to the library if you have any concerns.

How do we keep track of which resident has which book?

A: Certain facilities use a sign-out sheet where residents can write down their name and the title of the item they have borrowed for the month. In other cases, they have created bookmarks that serve as reminders, indicating that the borrowed items should be returned to the common area. We leave it up to you to decide what works best for your residents.

What is your role as the contact for your facility?

A: The contact person for the facility will accept all email or telephone communications from Vancouver Public Library. Each month, there will be a reminder email before a scheduled delivery. The contact person will ensure the returns are ready for pickup and, in case of absence, will delegate this task to someone else. Changes in contact will be updated with Vancouver Public Library.