

Outreach Policy

Rawlins Municipal Library is committed to providing library materials and information to all residents of its service area. In a public library setting, the term “outreach” refers to services provided beyond the library’s physical building to ensure that all community members have access to resources and services offered by Rawlins Municipal Library.

Eligibility for Outreach Services

To be eligible for delivery of library materials, a patron must:

1. Reside within the city limits of Pierre or Fort Pierre. At the Director’s discretion, delivery may also be extended to patrons residing in Hughes or Stanley County.
2. Be unable to get to the library due to physical or mental illness or disability or be a caregiver to a person requiring continuous care.
3. Reside in a residential facility or have access to a facility where materials can be delivered and distributed in a communal setting. Eligible institutions include, but are not limited to, nursing homes, the senior center, the local hospital, and assisted living facilities.
4. Be a school or daycare requesting book delivery service.

Material Loan Periods for Outreach Services

Patrons who receive materials through the outreach delivery service may borrow any circulating library materials. As with all circulating materials, popular titles may not be immediately available. However, requested items will be placed on the library’s hold list and filled as they become available. Materials may be renewed up to two times, provided there are no holds on the items. Library patrons may call the library to request outreach delivery services. Items must be requested by 11 a.m. to be eligible for same day delivery. Requests received after 11 a.m. will be processed the following business day, unless staff availability allows for earlier delivery. Rawlins Municipal Library will make all reasonable attempts to be accommodating to outreach patrons. Rawlins Municipal Library reserves the right to cancel outreach deliveries due to inclement weather or library closures. Outreach deliveries are only available during normal business hours.

Rawlins Municipal Library reserves the right to refuse outreach delivery service if the requested delivery location is deemed unsafe. Rawlins Municipal Library staff delivering outreach materials must be cleared as a driver under the City of Pierre personnel policy manual. Rawlins Municipal Library staff must drive a City of Pierre vehicle when delivering outreach materials for insurance and liability reasons.

Enrolling in Outreach

If you have any questions about our free home bound service or would like to receive this service, please call Rawlins Municipal Library at 605-773-7421, or email the library at rawlinslibrary@ci.pierre.sd.us.

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