

**MIAMI-DADE PUBLIC LIBRARY SYSTEM  
CONNECTIONS: LIBRARY SERVICE FOR THE HOMEBOUND  
2455 NW 183 Street, Miami, FL 33056-3641  
Voice: (305) 474-7251 Fax: (305) 757-8401**

**BOOK DEPOSIT COLLECTION APPLICATION  
PLEASE PRINT OR TYPE**

FACILITY/ORGANIZATION \_\_\_\_\_

FACILITY ADMINISTRATOR \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SITE MANAGER \_\_\_\_\_ JOB TITLE \_\_\_\_\_  
(PERSON RESPONSIBLE FOR DEPOSIT COLLECTION)

BEST TIME TO PHONE \_\_\_\_\_ PHONE # \_\_\_\_\_

FAX #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FACILITY PROFILE:

TYPE: \_\_\_\_\_ NURSING HOME \_\_\_\_\_ ACLF \_\_\_\_\_ SENIOR CENTER  
\_\_\_\_\_ HOSPITAL \_\_\_\_\_ PARK OTHER: \_\_\_\_\_

TOTAL NUMBER OF CLIENTS WHO WILL BE SERVED: \_\_\_\_\_

ESTIMATED %: MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

AVERAGE AGE: MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

WHAT ELSE CAN YOU TELL US ABOUT YOUR CLIENTS WHICH WILL HELP US  
WHEN SELECTING MATERIALS FOR YOUR FACILITY? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MOST CONVENIENT BRANCH LIBRARY FOR DEPOSIT COLLECTION EXCHANGE?

(SEE LIST OF BRANCH LIBRARIES ENCLOSED) \_\_\_\_\_

NUMBER OF BOOKS YOU WANT FOR COLLECTION: \_\_\_\_\_

HOW MANY IN: ENGLISH? \_\_\_\_\_ SPANISH? \_\_\_\_\_ FRENCH? \_\_\_\_\_

OTHER LANGUAGES (SPECIFY)? \_\_\_\_\_

HOW MANY IN EACH FORMAT: LARGE PRINT \_\_\_\_\_ REGULAR PRINT \_\_\_\_\_

SELECT READER INTEREST CATEGORIES (LOAN PERIOD IS THREE MONTHS):

- |  |                                       |  |
|--|---------------------------------------|--|
| <input type="checkbox"/> GENERAL FICTION   | <input type="checkbox"/> ROMANCE      | <input type="checkbox"/> ADVENTURE/SUSPENSE      |
| <input type="checkbox"/> MYSTERIES   | <input type="checkbox"/> WESTERNS     | <input type="checkbox"/> HISTORICAL NOVELS       |
| <input type="checkbox"/> CLASSICS  | <input type="checkbox"/> HISTORY      | <input type="checkbox"/> SCIENCE FICTION         |
| <input type="checkbox"/> NATURE  | <input type="checkbox"/> ANIMALS/PETS | <input type="checkbox"/> ECONOMICS               |
| <input type="checkbox"/> TRAVEL  | <input type="checkbox"/> INTRIGUE/SPY | <input type="checkbox"/> CURRENT EVENTS/POLITICS |
| <input type="checkbox"/> ART/MUSIC   | <input type="checkbox"/> SPORTS       | <input type="checkbox"/> SELF-HELP/HEALTH        |
| <input type="checkbox"/> HOBBIES/CRAFTS  | <input type="checkbox"/> HUMOR        | <input type="checkbox"/> INSPIRATIONAL           |
| <input type="checkbox"/> FAMILY SAGAS  | <input type="checkbox"/> WAR FICTION  | <input type="checkbox"/> MEDICAL THRILLERS       |
| <input type="checkbox"/> THRILLERS: LEGAL – POLITICAL - MEDICAL                      |                                       |  |
| <input type="checkbox"/> BIOGRAPHIES: THEATRICAL - LITERARY - POLITICAL - HISTORICAL |                                       |  |

ADDITIONAL COMMENTS ABOUT READER INTERESTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AS ADMINISTRATOR, I UNDERSTAND THAT THIS FACILITY/ORGANIZATION ASSUMES FINANCIAL RESPONSIBILITY FOR THE MATERIALS WE BORROW, AND FOR MAKING SURE THE MATERIALS ARE RETURNED TO THE MIAMI-DADE PUBLIC LIBRARY SYSTEM.

\_\_\_\_\_  
ADMINISTRATOR'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPOSIT COLLECTION SITE MANAGER'S SIGNATURE

\_\_\_\_\_  
DATE

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**BOOK DEPOSIT COLLECTION ACTIVITIES**

The Site Manager (Activity Director or facility contact person) may wish to develop certain activities for the use of the Deposit Collections and other library materials. It is suggested that:

1. Book clubs can be organized that involve both readers with print disabilities and sighted residents. Everyone can read the same book and then discuss it. Media tie-ins can be made i.e. some read the book, others watch the movie or listen to the talking book version and then compare and discuss.
2. Regular adult story-hours may be established where a resident or volunteer reads aloud. Material selected may relate to themes or other activities going on at the facility. Consider inviting children from nearby schools to participate either as part of the audience or as the readers.
3. Discussion groups may be formed to react spontaneously to poetry and inspirational stories. The Site Manager or volunteer serves as the group leader and encourages participants to discuss experiences, insights, interpretations.
4. Reminiscence programming is very therapeutic. Share an excerpt with a period interest, or a universal or traditional theme: family gatherings at holidays, F. Scott Fitzgerald on fashion and cars, Studs Terkel's interviews on working and the depression. It won't be hard to get the residents talking!
5. Utilize your residents, when possible, as volunteers with the deposit collection materials. Some may be interested in developing a bookcart as a means of showing and sharing the materials with the bedbound and/or roombound residents. Others may be able to help with the recordkeeping and maintenance of the collection. Resident suggestions on the selection of materials for the collection is imperative if you want the collection to meet the library needs of the residents, and to be used.
6. Let facility staff know that the Deposit Collection may include materials for staff development; working with volunteers; resource ideas for activity directors; special holiday and theme materials, etc. Request special information needs, well in advance, with the Connection Office for inclusion in future collections.
7. Invite family members to visit the "library" and to encourage the resident to check out books they think they would enjoy or that the visitor could read aloud from during a visit. Family members can also be involved with the "library" on a regular basis as volunteers. Don't forget the grandchildren and great-grandchildren who visit. Perhaps you want to include some fairy tales and other children's books in your deposit collection, providing material for grandparents to read to their little visitors.

Please share successful Deposit Collection activities you develop with the Connections Office - we will then add them to this list!

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**BOOK DEPOSIT COLLECTION PROMOTION**

It is to the benefit of the facility staff and clientele to promote the use of the Deposit Collection materials and services. To accomplish this promotion, it is recommended that the Deposit Collection Site Manager do the following:

1. When a Deposit Collection is established, be sure to publicize it throughout the facility in various ways: signs, announcements, contests on naming the new "library" service, etc.
2. When a new client arrives, inform the client and his/her family of the materials available in the Deposit Collection.
3. Post a sign in the Admissions Office or Reception area about the facility's Deposit Collection and its availability to residents/clients.
4. Include this service in any facility publication, such as a facility brochure or newsletter.
5. Promote the use of the Deposit Collection in the facility through new staff and volunteer orientation sessions. Also, include this information in regular staff and volunteer meetings.
6. Encourage the residents/clients to use the Deposit Collection when conducting programs and via other facility events.
7. When giving public presentations, request that the facility representative promote and announce the availability of the Deposit Collection in his/her presentation about your facility.
8. Request application forms for individual Books-By-Mail service and encourage long-term residents, especially avid readers, to register for individualized books-by-mail service.
9. Report the utilization of the Deposit Collection in your facility in your annual report and in any other reports to sponsoring or monitoring organizations.

Please share successful Deposit Collection promotion ideas with the Connections Office - we will then add them to this list!