



**ROCHESTER
PUBLIC LIBRARY**

**Welcoming all to
connect and learn.**



**OUTREACH
DEPOSIT SERVICES**



**ROCHESTER
PUBLIC LIBRARY**

101 Second Street SE, Rochester, MN 55904
507-328-2300 | www.rplmn.org

ROCHESTER PUBLIC LIBRARY DEPOSIT PROGRAM

The Deposit Program brings library services to daycares, residents of nursing homes, senior living facilities, retirement centers and other residential facilities.

FREQUENTLY ASKED QUESTIONS

HOW DO YOU DECIDE ON WHAT ITEMS TO SEND?

A profile for your agency is developed when registering for the program. This profile includes total number of library items your agency would like to receive along with the genre, print type and material format preferred. This profile can be changed by the requesting agency at any time. Individual residents can call the library's Readers Services division at 507.328.3202 to request specific items. Those items will be included with the agency's regular delivery. Educational and daycare facilities place holds on materials that support their curriculum.

WHAT ARE THE AGENCIES RESPONSIBILITIES?

Agency staff must provide shelving for the library materials and manage their return. Each month the materials to be returned must be boxed in the containers provided and a courier will exchange these with boxes of new materials. The agency is also responsible for getting individual requests to their residents. Agency requests must be placed before the Tuesday of the delivery week.

HOW OFTEN ARE THE MATERIALS CHOSEN?

Each month a volunteer selects your materials using your profile.

HOW OFTEN ARE THE MATERIALS DELIVERED?

Library materials are delivered once a month on a Friday by a courier service. When the delivery date falls on a holiday, an alternate date will be determined.

IS THERE ANY CHARGE FOR THIS PROGRAM?

No. This service is provided free for residents of Olmsted County, with the help of library volunteers. We do ask the agency staff to assist in the return of materials and help with locating missing items.

HOW DO I REGISTER FOR THE PROGRAM?

Call 328-3202 for more information or to register for this program.

LIBRARY HOURS

Visit the library's website for the latest information on library hours: www.rplmn.org