

Pol -Lib-2015-	Issue No: 1.0	March 11, 2015
Prepared By: Elise Vidal	Page 1 of 3	Approved By:
Book by Mail Policy		

PURPOSE/SCOPE

Thomas Branigan Memorial Library's mission is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. The Books by Mail program lets us fulfill our mission and better serve the community by offering our services to persons of all ages who, for various reasons, are physically unable to visit the library or reside outside of Las Cruces city limits in Dona Ana County.

Policy

Eligibility:

City of Las Cruces Participants:

- Books by Mail Services are available to individuals who live in the city limits of Las Cruces that are unable to leave home because of a documented, temporary or permanent disability or is a caregiver to a person with a disability **OR**
- Any City of Las Cruces participant who lives ½ mile or more from a bus transit stop and does not have transportation, and
- Completes the required application signed by a medical professional, social worker, clergy or Books by Mail Coordinator.

Dona Ana County Participants

- Residents of Dona Ana County that do not have a full-service library in their community, and
- Completes the required application **OR**
- Have been accepted into the program prior to January 1, 2015.

Checkout Policy:

- Materials will be mailed through the United States Postal Service. Materials will be sent in a reusable bag that contains a pre-paid postal label. The library will pay postage.
- Participants must have a valid library card. Please refer to the library card policy for complete details.
- Items are checked out for 3 weeks and may be renewed in accordance with other library policies.
- Maximum check out of 7 items at one time. Items on hold will be managed in accordance with other library policies.
- Only books and audiobooks held in the library's permanent collection are available for checkout. DVDs and interlibrary loans are not available.
- Books by Mail patrons are subject to regular overdue, lost and damaged fees.
- All materials must be returned by mail in the provided bag.

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Procedure

Options for Requesting Materials:

- Material can be requested through the Library’s online catalog. Place the library materials on hold and choose “Books by Mail” as the pickup location.
- Call 575-528-4010 and speak with the Books by Mail coordinator.
- Place written requests in the return Books by Mail bag.

Information

- Participants must notify Thomas Branigan Memorial Library if service is no longer needed or if there are any changes in the information.
- The Library’s Books by Mail Services may be discontinued at any time.

UPDATES		
ISSUE	PAGE	DETAILS
1.0		Policy Creation

PEER REVIEW	
Title: Library Administrator Renee Payne Frankel	Title: Library Manager Catherine Christmann
Title: Library Manager Bonnie Hobbs	Title: Acting Library Supervisor Elise Vidal
Title: Library Assistant I Estella Verrett	Title: Library Assistant II Kelly Miller
Title: Library Advisory Board, President Ellen Young	Title: Library Advisory Board, Vice President Debora Rindge
Title: Library Advisory Board, Secretary Susan Pinkerton	Title: Library Advisory Board, Friends Liaison Susan Fletcher

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Title: Library Advisory Board, Member Paula Sharon	Title: Library Advisory Board, Member Jose Aranda