

# Northland Public Library

## Books By Mail Policy

### Introduction

In order to fulfill Northland's mission of enabling, encouraging and empowering lifelong learning and discovery, the Library offers the Books By Mail Program as a service to its homebound residents who are otherwise unable to borrow library materials. Participants in this program indicate what library materials they want to receive, and Northland mails them a maximum of three items per month in a postage-paid mailer. The items are returned in the same mailer.

### Who Is Eligible to Use the Program

Any homebound person in one of Northland's supporting municipalities is eligible. There is no requirement to certify a disability beyond stating that you are homebound. However, anyone who is eligible to enroll in the Library for the Blind and Physically Handicapped program will be referred to that program instead of Northland's Books By Mail program: [Library for the Blind & Physically Handicapped instructions & application.](#)

Books By Mail applications are available at the Customer Service desk, Adult Services desk, Children & Teen Services desk or by mail upon request.

### Participant's Responsibilities

A completed application, along with the patron's library card, must be mailed to "Books By Mail Program" at Northland for processing. If the patron does not have a current library card, the Director of Library Services will help him/her obtain one. The patron will receive one shipment of three items monthly based on his/her interests. The loan period for these items is four weeks. Late fees are not charged but patrons will be billed for lost or damaged items. The patron must return the items in the pre-paid mailer in which they arrived. The patron or the patron's caregiver must notify Northland if the patron wants or needs to interrupt or stop service.

### Library's Responsibilities

The Books By Mail volunteer, assisted by the Director of Library Services, will maintain records for each program participant. The volunteer will send one shipment of three items each month based on the participant's personal preferences as well as the volunteer's best judgement for items of potential interest to the participant. The volunteer will use the Books By Mail staff library card as needed to place holds for items not owned by Northland or to check out materials that will be sent to participants. The volunteer will also use the participants' library cards, which are secured at the Library, to check materials out to the participants upon sending the items. "Lucky Day" items may not be sent to or requested for Books By Mail participants.