

LIBRARY BY MAIL APPLICATION



Thank you for your interest in **LIBRARY BY MAIL** services for the residents of the Fayetteville-Manlius school district. Complete this form and mail to 1 Arkie Albanese Ave, Manlius, NY 13104, or call Michelle, the Outreach Services Librarian, at (315) 682-6400.

Personal Information:

Full Name :

Date Of Birth : Phone :
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Full Address :
Town/City :

E-Mail :

Do you have an OCPL Library Card? Yes No If no, we will mail you an application

If yes, Library Card #

Eligibility:

Must be a resident in the Fayetteville-Manlius school district. Please let us know why you would like to receive **LIBRARY BY MAIL** services. Your information will be kept confidential. Check one or more.

- Short- or Long-term disability
- Senior Citizen non-driver (over 65 years old)
- Pregnancy (high-risk or third trimester) or new parent (up to 6 months after childbirth)
- Parent of children with homebound disability
- Homebound for any other reason (not listed above)
- Unable or unwilling to come to the library building
- Weather-related concerns and/or fears
- Other

Let Us Know What You Would Like To Receive:

Send only items I request Choose items based on preferences below

Both - requests and preferences below

What types of materials would you like delivered? (check all that apply):

Regular Print Books Large Print Books CD Audio Books DVDs Magazines

What types of books/movies do you enjoy (check all that apply):

Fiction:

Adventure Fantasy Historical Fiction Horror Humor
 Mysteries Romance Science Fiction Short Stories Suspense
 War Westerns Classic Literature Other

What types of books/movies do you enjoy (check all that apply):

Nonfiction:

Animals Art/Photo Biography/Memoir Business Cooking
 Current Events Health Humor Poetry Religion
 Science Travel US History War World History
 Other or specify what kind of "Health" or "War" or "Travel" etc.

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List favorite authors, movies, or other preferences that will help us select materials:

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To aid in materials selection, a record of items you have checked out through Library By Mail can be kept on the your account. If you would like to opt in check here.

Please read the rules and guidelines for Library By Mail services and sign below:

1. **LIBRARY BY MAIL** patrons must be an Onondaga County Public Library library card holder and live within the Fayetteville-Manlius School District.
2. **LIBRARY BY MAIL** patrons may have up to four (4) items out at a time.
3. Materials available by mail include books, audiobooks, magazines, DVDs, Blu-rays, and CDs with a 21 day loan period.
4. Requested materials are subject to availability.
5. Materials will be selected by librarians based on the patron's reading interests.
6. Librarians can also provide instructions to access e-audiobooks, e-books, movies and music via Hoopla and Libby.
7. Items are due back three (3) weeks from check-out date.
8. Items will be returned with the postage paid index card in the **LIBRARY BY MAIL** mailer provided.
9. Manlius Library reserves the right to discontinue the service if borrowed items are excessively late, damaged and/or not returned in the condition they arrived in.
10. A Librarian will contact the patron within 5 business days of receipt of application to let them know they've been approved and then send a welcome packet.

By signing this form, I agree to follow the guidelines of Manlius Library's **LIBRARY BY MAIL** service. I understand that I am responsible for any materials borrowed with my library card.

Applicants Name (Printed) : _____

Signature of Applicant: _____ **Date:** _____

For More Information :

(315) 682-6400

outreach@manliuslibrary.org

manliuslibrary.org

