

# Books by Mail



Books By Mail is a **free service** that provides books and audiobooks on CD to homebound, eligible Orange County, California residents who are unable to visit the library because of a physical disability, long-term illness, and/or lack of transportation.

## How do I sign up for this service?

Fill out the Books by Mail application, mail, email, or have someone drop it off at a [branch](#). If you need an OC Public Libraries card, please submit an [application](#).

## How do I request items?

You can place a hold using the [OC Public Libraries catalog](#), [MyOCPL app](#), or contact your local branch and speak with a staff member.

Books by Mail patrons are allowed two (2) Books by Mail items at a time.

Items are loaned for 3 weeks at a time and are renewable up to five (5) times as long as the items are not requested by someone else.

## What types of items can I request?

Eligible items include Books and Audiobooks on CD.

Ineligible items are the following: DVDs, Music CDs, Lucky Days, 7-day Bestsellers, Oversize Items, and InterLibrary Loan books

## How are items delivered?

Once you are registered for the Books by Mail service, materials are sent to your home in a reusable bag or other packaging by book rate through the United States Postal Service at no charge to you.

Each package will have a packing slip/receipt enclosed which will include the due date of your items.

## How do I return my items?

1. If your items come in a canvas mailing bag, insert mailing label into the clear pouch on the front so that the OC Public Libraries address shows. If your items come in any other type of packaging, the return envelope will have the return label attached.
2. Place items in the return bag and seal securely.
3. Give the bag to your mail carrier.

Once the items are received back at OC Public Libraries, new items can be mailed.



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## BOOKS BY MAIL APPLICATION

Books By Mail is a **free service** that provides books and audiobooks on CD to homebound, eligible residents in Orange County, California who are unable to visit the library because of a physical disability, long-term illness, and/or lack of transportation.

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email Address(es): \_\_\_\_\_

OC Public Libraries' library card number \_\_\_\_\_

Reason for applying: \_\_\_\_\_

### Secondary Contact:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

### PLEASE READ THE FOLLOWING STATEMENT AND SIGN BELOW:

I have read the Books By Mail policies and understand the service is intended for patrons who have a temporary or permanent disability or have no other reliable way to get to an OC Public Libraries facility. I certify that I qualify for the service and understand that I will be charged a replacement fee for lost/damaged items borrowed on this card. If my address changes, I agree to immediately provide OC Public Libraries staff the updated address to continue mailing service.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_