Section 29

MATERIALS-BY-MAIL POLICY

Policy

In support of the library's Mission Statement (The Needham Free Public Library provides access to materials, resources, and information in its endeavor to expand minds, celebrate diversity, embrace differences, and build community) and Vision Statement (The library will provide and expand resources and information to satisfy curiosity and will provide opportunities to discover and share new ideas), the Board of Trustees of the Needham Free Public Library has instituted a Materials-by-Mail program.

Regulations

The service is available to registered Needham residents who are unable to visit the library. The Needham Post Office will deliver and pick up library items (books, DVDs, CDs, etc.) for Needham address people. There is no charge for this service (library or post office). Items will not be sent to out-of-Needham addresses.

Procedures

Borrower must have a library card. One may be obtained via email or through the regular mail. Borrower will contact the library and request materials that will be placed in a sturdy canvas bag that will be brought to the post office. A postal carrier will deliver the items to the requester. To return the items, the borrower will reverse the address label, so that the library's address will show, and give the canvas bag to the postal carrier.

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