

Library-By-Mail User Guide

Eligibility: Must be a resident of the Mid-Continent Public Library District.

Checkout: Up to 25 items per month. 20 items at one time. 6 week checkout.

Renewals: Materials can be renewed twice for an additional 6 weeks per renewal. No notification is needed, renewals are automatically granted for you!

Overdues: There are no overdue fines! You will be contacted by phone or letter if your materials are seriously overdue.

Lost & Damaged Materials: Lost and damaged materials are noted in our records and you will be notified by mail. Excessive instances of lost or damaged materials may result in reduction and/or suspension of service.

Ordering Materials: Complete the ordering form when returning materials, leave a message at 816.503.4175, or email homebound@mymcpl.org

Delivery time for phone requests is a minimum of one week. After returning a package, a new one will be delivered within ten days. If your items per month allotment has been reached, your next package will arrive the following month.

Factors That Can Affect Delivery Time

- Library-By-Mail is closed evenings, weekends, and most major holidays. Holidays will always delay service. Materials processed on Friday will be mailed out on Monday.
- There is one Reader's Advisor assigned to 350 customers.
- Material(s) requested may be on a waiting list.
- Delivery delays can occur with the U.S. Postal Service. Postal holidays will always delay service.
- Library-By-Mail does not have access to an onsite book collection. All materials must be brought in from our 31 branches prior to shipment.

Returning Materials: Remove your address from the outside pocket of the green mailing bag, flip over or remove the address label and check that the Library label is facing out in the pocket. Use the zip-tie to lock the bag and return extra mailing cards. There is no mailing charge. It is free to receive and free to return.

Tips For Avoiding Damage

- Keep items zipped inside the green bag when not in use.
- Keep items away from food, liquids, and smoke.
- Avoid sitting green bags outside during adverse weather, and do not leave them outside overnight or for more than 4 hours.