

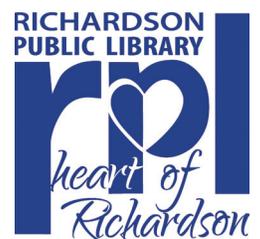
The Library now offers *Books by Mail* services to Homebound patrons. This service includes audiobooks, music CDs and nonfiction DVDs, as well as regular and large print books.

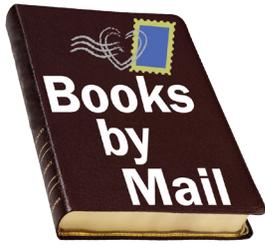
Just fill out and sign the application, review our *Books by Mail* Policies and mail the application to the Library.

A Library staff member will contact the Homebound patron when the application is approved to start services.

For more information call Tamara Golubski at 972-744-4393.

Homebound Services
Books by Mail
Policies on back





Homebound Services **Books by Mail** **Policies**

1. Homebound services are offered free of charge to **Richardson residents** who cannot come to the Library due to short or long-term disabilities. Certification for the Homebound *Books by Mail* program will be provided by the patron's physician.
2. Once a patron becomes a Homebound patron, their Library card for walk-in services is void. If a patron's situation changes, a regular Library card may be reissued.
3. *Books by Mail* patrons may borrow several items with each mailing and can have up to four active reserves at a time. Reserves will be mailed as soon as they become available even if the patron already has other items checked out. Items may be renewed if no one is waiting for the item.
4. Books are due back at the Library four weeks after they are mailed. Patrons are required to pay for lost or damaged items. Failure to return items in a timely manner or to pay for lost or damaged items may result in loss of *Books by Mail* services.
5. *Books by Mail* patrons may borrow books, audiobooks, music CDs and nonfiction DVDs. Due to the short check out period for entertainment DVDs, they are not available for *Books by Mail* service at this time. Interlibrary loans are also not available to Homebound patrons.