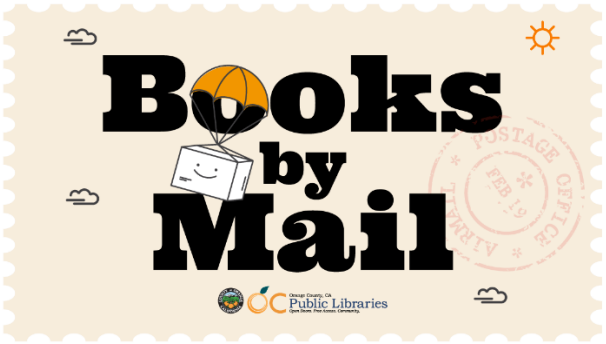


Books-By-Mail is a **free service** that provides books and books on CD to homebound, eligible Orange County, California residents who are unable to visit the library because of a physical disability, long-term illness, and/or lack of transportation.

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?

Patrons can place their own holds using the OC Public Libraries catalog, MyOCPL app, or contact their 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?

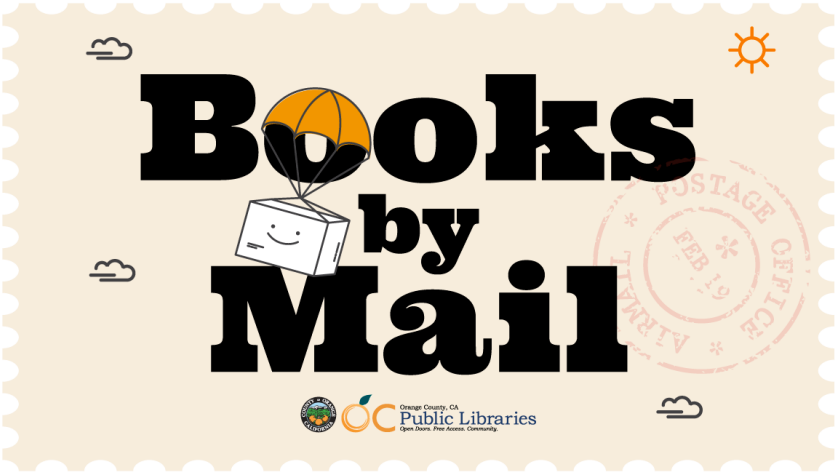
Once you are registered for the Books by Mail service, materials are sent to your home in a reusable bag or other packaging by book rate through the United States Postal Service at no charge to you.

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. With reusable bag, insert mailing label so that the OC Public Libraries address shows. Other return envelopes will have return label already secured on package.
2. Place books in the return bag and seal securely.
3. Give the bag to your mail carrier.
4. Once the items are received by OC Public Libraries, your next selections will be mailed.

For questions or help with the application contact us at (714) 566-3000 or ocpl.booksbymail@occr.ocgov.com



BOOKS BY MAIL APPLICATION

Books-By-Mail is a **free service** that provides books and books 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 update immediately to continue mailing service.

Signature: _____ **Date:** _____

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