

Library by Mail-Outreach Services

Library by Mail-Outreach Services is a specially-funded library program for Mechanics' Institute members who are not able to come into the library due to illness, injury or disability or who are caring for ill, injured or disabled family members.

Underwritten by a generous grant from a Mechanics' member, the Library by Mail program provides library materials by postal mail. This program is strictly limited to registered participants and can be activated upon completion of the registration form included here or by visiting <https://www.milibrary.org/library/services-programs> and completing the online registration form. Please reach out to 415-393-0101 if you need assistance with registration.

Materials are mailed free of charge to members through a special service offered by the U.S. Postal Service. All library materials will circulate to registered program members for six weeks. Participants are permitted four items per request.

To register for this program, please complete the application form, call 415-393-0101, or email cchang@milibrary.org

We will have you on your way to home-delivered library materials in no time.

If you'd like to contribute resources or to assist with this program, please contact 415-393-0102 or reach out via email (reference@milibrary.org)

If you have any questions please contact:

Cherilyn Chang, Outreach Coordinator

415-393-0101 | cchang@milibrary.org

MECHANICS' INSTITUTE

CULTURE IN COMMUNITY

Library By Mail-Outreach Services

Registration Form

Member Name _____

Membership Number _____

Address _____

Phone Number _____

Email _____

My membership is current and I am unable to visit the Library due to illness, injury, or disability; or I am caring for someone who is ill, injured, or disabled. I understand that the Mechanics' Institute will pay all postage to and from the Library and I will be responsible for returning the materials via the post office.

I agree to the following:

- ✓ To return materials promptly at the end of the six-week loan period
- ✓ To request new materials only when materials previously borrowed have been returned
- ✓ To use the postage-paid envelope supplied with my shipment to return the materials
- ✓ Upon my return to the Library building, my participation in the Library by Mail program will cease and I will no longer receive materials via mail service

Member Signature _____ Date _____