



## OUTREACH TO THE HOMEBOUND

**Outreach Services for the Homebound** is a specially-funded library service for Mechanics' Institute Library members who are homebound 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 Mechanics' Institute Library outreach program provides books, periodicals and audiobooks by postal mail to members who are no longer able to visit the Library. This program is strictly limited to the homebound and can be activated by the completion of a simple form and a one-time registration fee of \$25. You must supply a short letter signed by your doctor, health care provider, or nurse certifying the condition that makes it necessary for you to receive your library materials by mail. If a Mechanics' member is unable to afford the registration fee, it can be waived by the Library Director.

Materials are mailed free of charge to members through a special service offered by the U.S. Postal Service. New books are not available through this program DVDs and music compact discs, because of their fragile nature, are also not included in the program. However, all other materials will circulate to homebound members for six weeks. Participants are permitted four books and two periodicals or one audiobook per request.

To register for this program, please complete the registration form.

If you wish to contribute resources or to assist with this program  
please contact

Deb Hunt, Library Director  
415-393-0113 | [dhunt@milibrary.org](mailto:dhunt@milibrary.org)

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Established 1854

## MECHANICS' INSTITUTE

A General-Interest Membership Library and Chess Room  
57 Post Street, San Francisco, CA 94104

### Outreach Services to the Homebound Registration Form

Member Name \_\_\_\_\_

Membership Number \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

- \$25 Registration fee enclosed \_\_\_\_\_ (This is a one-time fee. Members who are already outreach patrons need not pay an additional \$25 with their renewals.)

If paying the registration fee is a hardship for you, please contact Deborah Hunt, Library Director at 415-393-0113 or [dhunt@milibrary.org](mailto:dhunt@milibrary.org)

- I wish to donate an additional \$ \_\_\_\_\_ in support of the MAIL ORDER program.

Please charge my Visa or MasterCard.

Account Number: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_

My membership is current and I agree to pay a **one-time registration fee of \$25** for the Mail Order service. I understand that the Mechanics' Institute will pay all postage to and from the Library; however, 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 materials
- ✓ I am enclosing a note from my doctor, nurse or health care provider

Member Signature \_\_\_\_\_ Date \_\_\_\_\_