



FRESNO COUNTY PUBLIC
LIBRARY
A place to grow.

PROCEDURES FOR BOOK-BY-MAIL SERVICES

We are happy to be of service to you. Please follow these rules.

- 1) This service is for Fresno County residents only.
- 2) You **must** return the materials to us in the **canvas mail bag** we sent them out in. You can simply give the bag to your postman or bring it to the post office.
- 3) To return the bag, simply **turn the address label around**. The Central Library's address is on the back.
- 4) **The borrowing period is 5 weeks**. After that time, you must either return the books and other materials or renew them. You are allowed to renew the items two times.
- 5) There are two big advantages- we deliver the materials to you by mail. Return them the same way. **There are no late fees and no postage costs to you.**
- 6) While there are no fees for late returns, *you will be charged for lost items.*
- 7) Please do not use this service and check out items from the branches. This is only for customers who have no access to our branches.
- 8) Please help this program succeed by following these guidelines. If necessary customers are removed from the program. Please call 600-7323 or 600-6201 if you have any questions.

Thanks for signing up for Books-by-Mail Services. Happy Reading!