



Books by Mail Policy

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Overview

The New York Society Library offers a books by mail service for members who cannot visit the Library in person.

Charges

Library members may open a postage account to receive books by providing a deposit of \$20. We deduct the following charges from this deposit:

- \$1.00 for each package to cover handling and supplies
- The cost of the package by weight, charged at the official USPS Media Rate
- Overdue fines incurred, if any, at the rate of \$0.15 per day

As members deplete their postage accounts, they will be reminded to replenish it.

Book Requests

The Library mails a copy of our publication *New Books* at the beginning of each month to all members who receive books by mail. Members may use this pamphlet to indicate those books they would like to read. The most popular titles may not be immediately available as we honor requests in order of receipt.

Certain books, because of the size or condition, may not be suitable for mailing.

Loan Periods

Mail members receive an additional two weeks to their loan periods to cover transit time each way.

Returns

Members may return books by mail, by courier, or in person. We include a return label with each package, which can be attached to the outside of the package along with the same amount of postage.

The Library is responsible for the replacement of any books which are lost in the mail en route to the member. Books lost on the way back to the Library must be replaced by the member.