



Palos Verdes Library District Books-by-Mail Application

PVLD's Books-by-Mail service is designed for persons who live on the Peninsula (in zip codes 90274 and 90275) who have difficulty traveling to the library and do not have a relative or friend authorized to check out library materials on their behalf.

Please fill out the following form to register for this service. The information will only be used for the purposes of providing PVLD's Books-by-Mail service.

Name: _____

Address: _____

Phone No: _____

Email: _____ (optional)

PVLD library card number: _____

If you do not have a current PVLD card please contact us at (310) 377-9584 x263. We will send you a library card application which, upon completion, may be returned to the library either by mail or in person.

Once registered, you may phone your Books-by-Mail requests to 310.377.9584 x217 or email Deb at DRipley@pvld.org.

- Most circulating library materials are available through the Books-by-Mail program, including books in large print, audiobooks, films and music CDs.
- Some materials may be unavailable at the time of your request. If so, you will be placed on “hold” for the items and they will be sent to you as soon as they become available.
- The library covers postage both ways. To return your material, remove the shipping tag from the window, turn it over and replace it so the library address and return postage are visible. Please allow four days for the post office to return items to the library.
- Patrons returning materials after their due dates may have fines of 30¢/day for books and \$1.00/day for DVDs and CDs charged to their accounts.

Please sign below:

I, _____, am responsible for ensuring all library items borrowed through Books-by-Mail are returned in a timely manner, and will pay any fines that may be incurred as stated in the policies of the Palos Verdes Library District.

Signature: _____

Date: _____