



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 complete this application to register Books-by-Mail. Any information provided will only be used for the purpose of administering PVLD's Books-by-Mail service.

Name: _____

Address: _____

Phone: _____

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 by mail or in person. The application must be signed by the cardholder.

Once registered, you may submit your Books-by-Mail requests at any time to the reference desk or contact us call 310.377.9584 x601 or LLozada@pvld.org.

[MORE ON OTHER SIDE]

Updated February 2, 2019

- Most circulating library materials are available through the Books-by-Mail program, including books in large print, audiobooks on CD, DVDs, and music CDs.
- Some material may be unavailable at the time of your request. If so, a hold will be placed on the item, and it will be sent to you as soon as it becomes available.
- The library covers postage each way. 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.
- The reading preferences survey will help us choose materials for your enjoyment, but specific items are available on request.

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: _____