



MECHANICS'
INSTITUTE
Since 1854

Library by Mail – Outreach Services

Registration Form

Member Name _____

Membership Number _____

Address _____

Phone Number _____

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

I wish to donate an additional \$ _____ in support of the LIBRARY BY MAIL program.

Please charge my Visa or MasterCard.

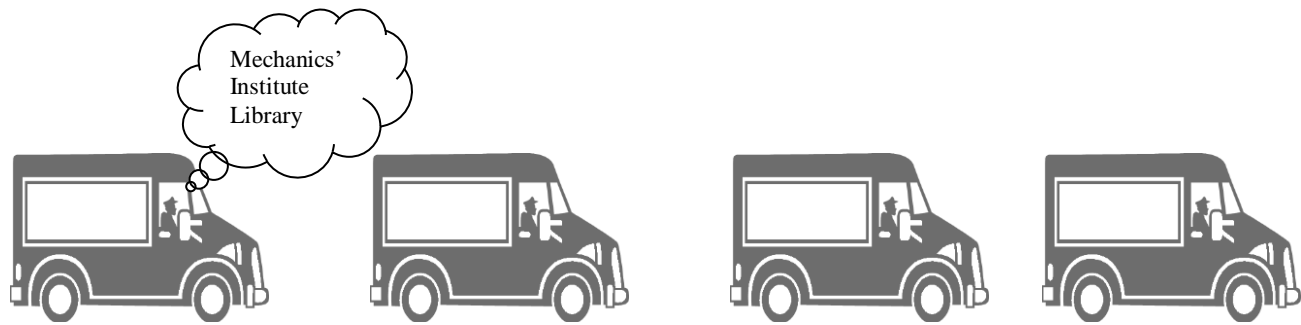
Account Number: _____ Exp. Date: ____/____

Signature: _____

My membership is current and I agree to pay a **one-time registration fee of \$25** for the Library by Mail 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 _____



LIBRARY BY MAIL – OUTREACH SERVICES

Library by Mail – Outreach Services is a specially-funded service for Mechanics' Institute members who are unable to visit the Library 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' Institute member, the Library by Mail program provides books, DVDs, music CDs, magazines, and audiobook CDs by postal mail to members who are no longer able to visit the Library.

This program 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.

Materials are mailed free of charge to members through a special service offered by the U.S. Postal Service. All materials will circulate to registered program members for six weeks. Participants are permitted four items at a time.

To register for this program, please complete the registration form and either mail it back to us or email it to cchang@milibrary.org.

Mechanics' Institute Library
57 Post St. #504
San Francisco, CA 94104

If you have any questions please contact:
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