

Books by Mail Application

Timberland Regional Library (TRL) mails library materials to cardholders who are unable to pick them up at the library.

DETAILS

- TRL does not mail outside the five-county library district.
- Eligibility is good for one year and must be re-applied for annually.
- Books check out for five weeks to allow for mailing, and may be renewed once if no one is waiting for the item.
- Movies check out for three weeks to allow for mailing, and may be renewed once if no one is waiting for the item.
- You are responsible for the return of all items, including postage costs or fees for items lost or damaged.

ELIGIBILITY CRITERIA (please select one)

- I have a physical disability and no means of receiving books except by mail.
- Distance to the nearest TRL library is more than 30 miles and picking up books at the library is very difficult for me.

AGREEMENT & SIGNATURE

By submitting this application, I affirm that the claims set forth in it are true and complete. I understand that if I am approved for *Books by Mail* service, any false statements, omissions, or other misrepresentations made by me on this application may result in termination of these services.

Signature

Card Number

Address

Phone

PERMISSIONS

The library does not share your information unless you instruct us to do so. If you want to authorize anyone else to access this account, please indicate so below. Write additional names on the back of the application.

I grant _____ permission to do the following:

- **INFORMATION ON ACCOUNT.** May receive information on my account, including details on material checked out, items on hold, fees, and contact information.
- **CHECK OUT MATERIALS.** May check out materials on my account.
- **PICK UP HOLDS.** May check out holds on my account.
- **PLACE HOLDS.** May place hold requests on my account
- **PAY FEES.** May pay any fees on my account and receive title information about those fees.
- **ALL PERMISSIONS.** Grant all the above permissions, includes updating contact information.

Please return this signed form to any Timberland library or mail to:

ATTN: Books by Mail, Timberland Regional Library, 415 Tumwater Blvd SW, Tumwater, WA 98501

For more information call (360) 943-5001 or visit www.TRL.org to find your local branch. You can also email us at asklib@trl.org with any questions.