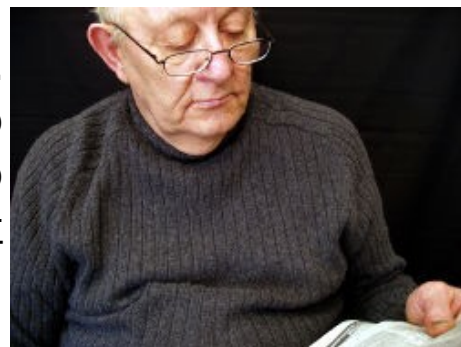


Reading can be a source of enjoyment, freedom, and connection. Readers with disabilities, whether short- or long-termed, can benefit from “Books by Mail,” an outreach service of New Castle-Henry County Public Library. This service allows for the reader to have audio books and large print books delivered directly to their homes. For more information, please contact Marcia at (765) 529-0362, extension 307 or via e-mail at marciae@nchcpl.lib.in.us.



Using Books By Mail

- It is your responsibility to contact your licensed medical doctor, ophthalmologist or optometrist, registered nurse, professional staff member of a hospital, care giver or other health or social service agency to meet eligibility requirements.
- It will be the decision of the Outreach Services staff whether someone qualifies for this service.
- Please promptly report any changes in name, address, phone number or contact person to the Outreach Services Office.
- Items may be renewed by phone as long as there are no holds on that item.
- Audiobooks not renewed or returned by the due date may be assessed a fine.
- Items lost or damaged will result in a charge for the replacement cost plus a processing fee.

When the materials arrive:

- Books-by-Mail materials will arrive in a zippered cloth bag. You will use this bag to return your order.
- Along with the materials you requested, will be a date due slip, a return mailing label with the library's address, and a blank order form.

To return materials:

- Place return postage label in the plastic pocket on the front of the cloth bag.
- Place the materials you are returning in the bag.
- Enclose your new order card in the bag also.
- Zip the bag closed and put it in your mailbox.
- Materials can also be returned to the library.
- Please do not throw away the return address label. If you are NOT returning your items by mail, just enclose it with the materials when you return them.

Please save this page for future reference.

Application for Service

Please complete this form and return it to the NCHC Public Library
376 S. 15th Street, New Castle, IN 47362
765-529-0362, ext. 307

Applicant Name: _____

Name of caregiver: _____

Address where items are to be sent: _____

City/State/ZIP: _____

Phone: _____

E-mail: _____

This service is for large print books and audiobooks only.

Individuals requiring large print books or audio materials due to a physical or visual disability are eligible to receive these materials postage-free through the "Free Matter for Blind or Disabled Persons" postal provisions.

To receive this benefit, the library requires that individuals have their eligibility certified. Immediate relatives may not certify applicants. Individuals may not certify themselves, regardless of profession.

Certificate of Disability

I certify that: _____ is unable to use or read conventionally-printed material due to a physical or visual disability.

I am a:

- | | |
|--|--|
| ☐ Licensed medical doctor | ☐ Ophthalmologist or Optometrist |
| ☐ Registered nurse | ☐ Professional staff member of a hospital |
| ☐ Other health or social service agency | |

Signature: _____ Date: _____

Phone: _____

How Can We Best Serve You?

Please complete this form to let us bring you the material that you want. You will have the opportunity to change your preferences for future orders. If you have any questions, please contact Marcia at (765) 529-0362, extension 307 or via e-mail at marciae@nchcpl.lib.in.us.

I would like to receive

- | | |
|--|--|
| ☐ Books on CD | ☐ Books on tape |
| ☐ Large Print Books | ☐ Some of each |

(The library has a limit of 10 audiobooks for each request.)

I would like the following number of items in a loan period. _____

I would like to receive items

- | | |
|----------------------------------|-------------------------------------|
| ☐ weekly | ☐ bi-weekly |
| ☐ monthly | ☐ on request |

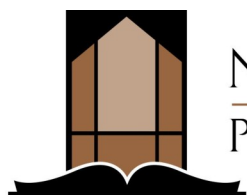
I would like to receive the following kinds of materials:

Fiction

- ☐ Modern novels
- ☐ Historical novels
- ☐ Light romance
- ☐ Mysteries/Gothic
- ☐ Adventure/suspense
- ☐ Westerns
- ☐ Science fiction
- ☐ Classics
- ☐ Religious Romance

Non-Fiction

- ☐ Inspirational
- ☐ Sports
- ☐ Biography
- ☐ Poetry
- ☐ History
- ☐ Nature
- ☐ Humor
- ☐ Travel
- ☐ Other _____



NEW CASTLE • HENRY COUNTY
P U B L I C L I B R A R Y

376 South 15th Street ♦ New Castle, IN 47362
(765) 529-0362, ext. 307 ♦ www.nchcpl.org