Books by Mail Policy

If it is not possible to visit The New York Society Library in person, upon receipt of a $20 deposit to open a postage account, we offer this mailing service.

1. We deduct the following charges from this deposit:
   - $1.00 for each package to cover handling and supplies
   - The cost of the package by weight, charged at the official USPS Media Rate
   - Overdue fines incurred, if any, at the rate of $0.15 per day
   - As you deplete your postage account, we will remind you to replenish it.

2. The Library mails a copy of our publication *New Books* at the beginning of each month to all members who receive books by mail. You may use this pamphlet to indicate those books you would like to read. The longer your list, the better we will be able to supply you. Please be sure to write your name on all correspondence to the Library, and on any booklists on which you have indicated your requests. The most popular titles may not be immediately available as we honor these in order of receipt.

3. Please notify us of the quantity of books and the frequency of packages desired. For example: “Please send one book every week.” or “Please send two books every two weeks.”, etc.

4. In order to return a book, you may use the same mailer which was sent you. We include a return label with each package. Post this label on the outside of the mailer and use the same amount of postage which we used. The Library is responsible for the replacement of any books which are lost in the mail en route to the member. Books lost en route back to the Library must be replaced by the member.

5. Please do not include any written material in your package. This is a postal regulation.

6. We allow two additional weeks to cover mailing time—one week each way.

**PLEASE NOTE:** Certain books, because of the size or condition, may not be suitable for mailing. Books on audio CDs or audiocassettes may not be mailed.