

## **Greene County Library System Library-by-Mail Program Information & Guidelines**

Thank you for participating in the Library-by-Mail program. This program provides a way for homebound residents in Greene County to receive library materials through the mail. This program is sponsored by the Greene County Library System and is provided to you at no cost.

Please follow the guidelines below.

### **Requests:**

- Your first selection of materials will be based on the preferences you marked on your application or per your conversation with a library staff member.
- Future selections will be based on the information you provide on the “Materials Request Card” that will be included in each delivery.
- Our library’s catalog is available for browsing on our home page at <http://catalog.waggin.org/polaris/>
- You can also contact any one of our staff members to assist you with your requests. Please call 724.627.9776 for Bowlby Library in Waynesburg or 724.966.5263 for Flenniken Library in Carmichaels.

### **Mailings:**

- Each mailing of library materials will be in a Greene County Library System reusable canvas bag.

### **Returning Library Materials:**

- When you are finished with your materials, place them back in the canvas bag and turn the address card around to show the library’s name and address.
- Complete the “Materials Request Card” and place in the bag with your materials.
- Place the bag in the mail or give it to your mailman.

### **Ongoing Mailings:**

- Once your materials and request card arrive at the library, a new selection of materials will be made for you.
- Loan periods are specific to each situation.

Eva K. Bowlby Public Library  
311 N West. Street  
Waynesburg, PA 15370  
724.627.9776

Flenniken Public Library  
102 E. George Street  
Carmichaels, PA 15320  
724.966.5263