

REQUEST MEDIA BY MAIL

1. This service is *solely* for Lancaster residents.
2. There are no hold queues. Once a media leaves the Library, it will not return until the Library opens. If sufficient resources are available, the Library may buy multiple copies of popular titles; however, the time to prepare materials for circulation is substantial.
3. Please do not return media to the Library. Don't worry about late fees.
Whenever you finish with media, wrap it in a plastic bag and put the parcel in the trunk of your car. This step will make the material safer to handle whenever the Library opens.
4. If your card is expired OR if you don't have a membership to the Library, there is a link for you to renew your, or apply for membership.
5. Only 1 [one] Library card be used to request items. For households with more than one cardholder, each cardholder must submit their own request.
6. New requests can be submitted at least 1 [one] week since your last request.
7. Search the [catalog](#) to see if your title[s] is in the Thayer Memorial Library.
Media from other libraries cannot fulfill requests.
8. Follow this [link](#) and fill out a request form, and we will commence filling requests in the order they are received.
9. You can request:
 - a. 1 [one] Adult Book or Young Adult Book, PER CARD, **OR**

- b. 1 [one] audiobook, PER CARD, **OR**
- c. Up to 5 [five] children's book, PER CARD, **OR**
- d. Up to 5 [five] DVDs or 2 [two] DVD sets, PER CARD, **OR**
- e. Up to 10 [ten] magazine issues, PER CARD, **OR**
- f. Up to 10 [ten] Single or Double Compact Discs or 1 [one] Set with 3 [three] or more discs, PER CARD, **OR**
- g. Up to 2 [two] videogames, PER CARD

I realize the form provides space for only one title, however for the media types that permit you to request multiple titles; please type them in the "Comments" box.

That's it. Please spread the word to your neighbors to spread the call to have some **fun**.