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<https://midhudson.org>

## Materials Delivery Policy For Outside Organizations

Effective 3/1/2015

- Non-profit organizations who are mailing materials directly to MHLS libraries will find the mailing addresses at <http://midhudson.org/libraries/>
- Non-profit organizations requesting to distribute materials **through the MHLS delivery** to member libraries must follow these guidelines:
  - All requests for materials delivery are made to Dave Haspel, MHLS Assistant Operations Manager, 845-471-6060 x248 or e-mail to [dhaspel@midhudson.org](mailto:dhaspel@midhudson.org)
  - MHLS will not deliver multiple bundled materials. Only single pieces of material will be accepted for each member library.
  - The charge per county is \$10.00. Payment must be included with materials when they are dropped off (8:30am-4:30pm Monday – Friday) at MHLS by your organization.
  - Delivery will be made within one week of reaching MHLS. MHLS reserves the right to decline an organization's materials for delivery during periods of extra demand or because of unforeseen emergencies.

### Request Form for Materials Delivery

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization name: \_\_\_\_\_

Organization email: \_\_\_\_\_

Billing address: \_\_\_\_\_

Material description: \_\_\_\_\_

Delivered to the counties indicated:  Columbia, 12 locations  Dutchess, 24 locations  Greene, 9 locations  Putnam, 8 locations  Ulster, 18 locations

Total charge: \$ \_\_\_\_\_. Cash or a check (made out to Mid-Hudson Library System) must be attached to the materials.