



Mid-Hudson Library System **MEMORANDUM**

103 Market Street, Poughkeepsie, New York 12601 | tel 845.471.6060 | fax 845.454.5940 | http://midhudson.org

**Materials Delivery Policy for Outside Organizations**

*effective 3/1/2015*

- Non-profit organizations who are mailing materials directly to MHLS member 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 Tom Finnigan, MHLS Shipping and Receiving Manager, 845-471-6060 x244 or email to [tfinnigan@midhudson.org](mailto:tfinnigan@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: \_\_\_\_\_

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

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

Deliver to counties indicated:  Columbia, 12 locations     Dutchess, 23 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.