

Magazine Donations for Correctional Facilities: Magazine donations by member libraries through MHLS Delivery for correctional facilities has been extended until further notice. To allow member libraries to continue to support correctional facility libraries by donating deaccessioned magazines, this allowance will be in place as long as delivery volume of library materials continues to stay below 2019 levels. These donations were formerly accepted only by in-person delivery to MHLS facilities, but the pandemic and the reduction of in-person MHLS meetings and trainings means most libraries can't transport these magazines to the MHLS facility.

Donated magazines are welcome according to the guidelines below.

- Donated magazines should be in good condition with a published date no more than one year prior to the current year and mailing labels removed or obscured.
- Only donated magazines will be acceptable for delivery. No other donated media or formats have been approved for transportation through delivery.
- Donated magazines for correctional facilities should be bundled together and addressed to MHLS ILL.
- Donated magazine bundles should be no more than 10 inches thick.
- Donated magazine bundles may not be placed into Monday or Tuesday pickups due to high volume on these days.
- Libraries may not send more than one donated magazine bundle per week.

Questions about delivery should be directed to Tom Finnigan, MHLS Delivery Operations Manager, tfinnigan@midhudson.org. General questions regarding magazine donations should be directed to MHLS Interlibrary Loan, ill@midhudson.org.