Books-by-Mail Program
The Library Comes to You!

Books-by-Mail is a CIFS Library service provided to students and faculty who are without a convenient way to get CIFS library materials. Through this service, books, audio and video materials will be shipped directly to you.

Books-by-Mail Guidelines:

- **Active CIFS students and employees** may utilize the 'Books-by-Mail' program.
- Only circulating books, audio and video materials owned by the library are available for checkout. *(Reference, non-circulating materials and overnight materials are excluded from this service)*.
- Search for titles in the online catalog found on the Library web page: [https://cifslibrary.follettdestiny.com](https://cifslibrary.follettdestiny.com). For assistance call 800-628-1580 ext. 20 or email library@commonwealth.edu describing your needs, and materials can be recommended for you.
- Total number of books that can be checked out: 5
- Total number of AV materials that can be checked out: 3
- Allow 2 working days to prepare books for mailing.
- Books are checked out for 4 weeks (1-week travel, 2 weeks use, 1-week travel). Audio and video materials are checked out for 4 weeks (1-week travel, 2 weeks use, 1-week travel). Adjustments can be made according to your location. Renewals may be possible.
- DVDs will be shipped in cardboard mailers to prevent damage and should be returned the same way.
- The library pays postage and insurance to the borrower and encloses an addressed return label.
- The borrower pays postage and insurance to return the materials.
- The borrower is responsible for all materials until they are checked back in at the library.
- Standard library fees will be charged for lost and damaged materials.
- Books are declared lost when they are two weeks overdue. The borrower is billed a minimum of $65 for each book ($15 processing cost plus $50 or the replacement cost of the book, whichever is greater), and the borrower is placed on Financial Hold. Adjustments for Books-by-Mail may be made on a case-by-case basis.