

Oveta Culp Hobby Memorial Library

Books-By-Mail

Books-By-Mail Guidelines:

- Students and employees from CTCD may utilize the “Books-by-Mail” program.
Exceptions: addresses of Nolanville, Harker Heights, Killeen, Ft. Hood, Copperas Cove, or Kempner are not eligible for Books-By-Mail.
- Only circulating books owned by the library are available for checkout.
- Search for titles in the online catalog found on the web page. Copy down Author, Title and Call Number. (For assistance call 254 526-1621 or e-mail referencerequest@ctcd.edu .)
- Total number of books that can be checked out: 10
- Allow 2 working days to prepare books for mailing
- Books are checked out for 5 weeks (1-week travel, 3 weeks use, 1-week travel). Adjustments can be made according to the location.
- Books-By-Mail borrowers are subject to the same overdue policy as other users.
***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.***
- The library pays postage and insurance to the borrower and encloses an addressed return label.
- The borrower pays postage and insurance to return the book.
- The borrower is responsible for books until they are checked back in at the library.