



HOME BORROWING

Please provide the following contact information:

Full Name :

Address :

Phone : Today's Date:

Email :

Secondary Contact Person:
(name & phone)

Please check one of the following :

I need a Millburn Library card / I have a Library Card

Barcode:

Please read the following Terms and Conditions and sign if you agree:

1. I self-certify that I am unable to visit Millburn Free Public Library due to illness, mobility limitations, or physical disability.
2. I give the Millburn Library permission to check out materials on my behalf, maintain a list of my reading preferences, and keep track of my checkout (reading) history. The Library will keep this information completely private.
3. There is no charge for this service (postage is included), but any lost or damaged items will incur regular fees to my account, and must be paid before service can continue.

Signature: _____



Mail this application (along with your Preferences sheet) to [Millburn Library](#), **ATTN: Information Desk** to get started. Library staff will contact you once we receive it.



MILLBURN FREE PUBLIC LIBRARY

200 Glen Avenue
Millburn, NJ 07041

(973) 376-1006
reference@millburn.bccls.org

HOW IT WORKS

1

Register



Any eligible Millburn or Short Hills resident may get in contact with us to use this service. We'll set up an initial preference profile and send a few books that will interest you.

2

Receive Your Books in the Mail



Your items will arrive via *USPS* mail in a reusable canvas bag, along with return instructions and a checkout receipt with your due date. Cut the ziptie to open the bag.

3

Fill out the Next Order Form



Use the included *order form* to request any specific titles, authors, or topics; if left blank, we'll automatically choose books based on your past preferences.

4

Prepare Your Return Bag



Once finished, place all items back in the canvas bag including your order form (refer to your checkout receipt to make sure you have all items). Flip the mail card in the transparent window. Prepaid postage for your return is stamped on the reverse side. Finally, secure the bag with the included zip-tie.

5

Mail Back to Us



Leave the bag in your mailbox for pick-up or hand directly to a mail carrier. Please be sure to put your books in the mail on or before the due date.

Please leave us any questions, comments or suggestions!

I would like to suspend Home Borrowing services (we won't send you any new packages until you get back in contact with us).



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