

## HYBRID STUDENTS BOOK MAILING POLICIES

Hybrid students who live out of the Twin Cities Metro area are eligible to have books mailed to them by the library. The following policies will apply to book mailing:

- All books will be mailed library rate. NOTE: This is the slowest (and least expensive) postal rate. As such, best practice is to request your books well in advance of the time you will need them.
- Regular circulating materials and special hybrid reserve books will be mailed to hybrid students upon request on a “first come, first served” basis. The loan rule for special hybrid reserves books is for 2 weeks. Books can be renewed for up to 2 loan periods if requested. Requests for renewals can be made by contacting someone at the circulation desk here: [circulation@mitchellhamline.edu](mailto:circulation@mitchellhamline.edu) or 651-290-6333.
- Hybrid students may not request regular reserves to be mailed out. Those materials may not leave the library. However, Hybrid students may check out any regular reserve item just as bricks and mortar students do when they are on campus. The loan rule for regular reserve books is 2 hours.
- NOTE: The library does not collect textbooks, though sometimes the library does receive donations of textbooks. In the event there is a textbook on course reserve, it would be considered a regular course reserve and would be available for on campus check out for 2 hours at a time.