

Oaxaca Lending Library

Use of Space Policy B – Parcels & Packages

September 2019

****FINAL****

Purpose: The purpose of this policy is to support volunteers and staff in providing a service to the OLL community within established and clear guidelines. The policy intent is to ensure the OLL community is aware of the membership benefit and be transparent regarding responsibilities of all parties (staff and member).

The Oaxaca Lending Library can be used as a pick up or drop off address/location for:

- External deliveries (Amazon, DHL, etc.)
- Person to Person exchanges of goods (leaving something at the Circulation Desk for someone else to collect)

Guidelines:

- External deliveries must be in the name of the member receiving the delivery
- The OLL staff and volunteers are not responsible for lost, stolen or misplaced goods
- This service is available only to active members of the OLL
- For person to person exchanges of goods, at least one person must be an OLL member
- Space is limited, be cognisant of this when using the OLL for this service
- Take all garbage away with you. OLL pays for garbage removal by quantity. Failure to take your packaging away will result in either a fine or the termination of this membership privilege.
- The maximum time for holding goods at the OLL is two weeks. After two weeks, the item will be donated to the OLL Bazaar. Staff or a volunteer will endeavor to contact the member close to the two week date as a reminder.
- Packages must clearly indicate name(s), which person is the member, and the date the package was left to assist staff and volunteers track and sort items. A “packing slip” can be provided by the Circulation Desk if needed. Questions related to this policy can be addressed to the Library Manager.