



MOUNT CARMEL
Health Sciences Library

LIBRARY ON DEMAND

DELIVERING THE LIBRARY TO YOUR OFFICE

MCHS Associates!

Your Library, Mount Carmel Health Sciences Library (MCHSL), continues extending our services to accommodate your needs and to make our resources accessible and available to you regardless of your working location. With the collaboration and support of our MCHS Interoffice Mail Delivery, we will deliver all requested materials to your work/office location.

If you are located at MCE, MCSA, MCNA, CSC, or any other MCHS operational location (i.e. Diley Ridge), we will send your requested materials from MCHSL (books, media, etc.) in a specially designed envelope with return label. Here is how it works:

STEP 1: When you request materials through the Library catalog choose pick-up location 'Office Delivery'

STEP 2: When material is available at MCHSL, it will be sent to you in a protective bubble-envelope with a special label addressed to your work/office location. Material will be stamped with the return date. You will receive an e-mail confirmation when envelope is mailed to you through MCHS Interoffice mail.

I M P O R T A N T

Please, save the envelope!

I M P O R T A N T

STEP 3: To return the materials to the MCHSL, place them in the envelope; close the envelope safely; turn over the pre-printed label in protective pocket to address envelope delivery to the MCW Library; and send the same through the MCHS Interoffice mail.

We will continue enhancing our services by creating diverse opportunities for all MCHS associates in using and accessing available MCHSL materials at all MCHS locations.

We Care!

Your Library Staff