



Cornell University
College of Agriculture
and Life Sciences

Department of Horticulture
134 A Plant Science Building
Ithaca, New York 14853-5904
Telephone 607.255.4568 / 1789
Fax 607.255.0599 / 9998
Email hort@cornell.edu
www.hort.cornell.edu

Guidelines for Borrowing Materials from the Home-Grounds & Community Horticulture Resource Library

Who May Borrow?

Materials belonging to the library are available for use by Cornell Cooperative Extension Educators in the counties of New York State. Master Gardeners in NYS who wish to use any of the resources in the library may do so if the Extension Educator at the CCE county office reserves the resource in her/ his name. This is done to manage tracking and accountability of the slide sets and videos. Loans will not be made to garden clubs, private businesses, individual gardeners, etc. Requests for resources from other than Cornell Cooperative Extension field staff should be referred to Cornell Education Resources at (607) 255-9253.

How to Schedule:

Materials may be requested from Max Welcome via **e-mail** (mw45@cornell.edu), by **fax (607) 255-9998**, by **phone (607) 255-5439**, or by **regular mail: Cornell University, 134A Plant Science Bldg., Ithaca, NY 14853-5904**. When using a county e-mail address to order materials from the library, identify yourself in the body of the e-mail. Please request the items you wish to borrow by Tuesday morning of the **week before** the material is needed in your county. Materials sent via pouch mail must be ready for Wednesday morning pick-up at 8:00 a.m. All materials must be ordered by reference number.

Materials will be sent to the borrower by pouch mail, if possible. In situations where materials are requested on short notice, they will be sent via UPS or overnight mail and your county will be billed for the shipping. We allow five days for return of slide sets and videos. A maximum of five items may be requested at a time.

(See other side for information on procedures for returning resources to the library.)

Guidelines for Returning Materials Borrowed from the Home-Grounds & Community Horticulture Resource Library

The Importance of Prompt Return:

To provide maximum use of materials within the Home-Grounds and Community Horticulture Resource Library, loans are tightly scheduled. This means that materials must be returned to Ithaca promptly. **All items should be sent via UPS, Certified or Registered Mail ONLY.**

Return materials to:

Home-Grounds & Community Horticulture Resource Library
Attention: Max Welcome
Cornell University
134A Plant Science Bldg.
Ithaca, NY 14853-5904

Thank you for your cooperation.

Sincerely,

Lori Bushway
Senior Extension Associate