



FRIENDS OF VENICE LIBRARY

BOOK DONATION | GUIDELINES

- **Email** the Friends to set an appointment FriendsofVeniceLibrary@gmail.com
- Box or bag your donations
- Please leave enough time for us to inspect your items - Make sure they are in good condition - see below for materials we cannot accept.
- Donation Receipts are available on request

Materials we CANNOT accept:

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| • Books missing their original dust jacket cover | • Reader's Digest Books/Time-Life Sets | • AudioVisual Media that is Copied, Incomplete, or Without Original Case |
| • Yellowed Flocked Torn Falling Apart Water Damaged Smelly | • Encyclopedias, Magazines, Periodicals, Professional Journals | • "For your consideration" Award DVDs |
| • Books with highlights, notes, underlining or names on front cover | • VHS Videotapes | • Advanced Copy or Uncorrected Proofs |
| • Textbooks & Reference items older than 2010 | • Old Computer Games or Computer Software | • Old Library Books |
| | • Audiobooks or Music on Cassette tapes | • Old Travel Books |

We WELCOME donations of the following:

in **GOOD TO EXCELLENT** condition - *of a quality that YOU would like to buy at a sale*

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| ➤ Hardcovers AND | ➤ Music CDs/DVDs - make sure all discs included and in playable condition (NO scratches) |
| ➤ Paperback Books | ➤ Unopened games and puzzles |
| ➤ Audiobooks - <u>on CD only</u> - no tapes | |

Disposal of unacceptable items is time-consuming and strenuous. Please be considerate of our volunteers' time & energy. We cannot do this without our volunteers. All donations become the property of the library. Librarians evaluate and determine if any can be added to the library's collection. Content, format, condition, number of copies already in the collection, the need to provide a balanced collection, patron interest and other considerations affect this decision. Donations not added to the collection are sold at FoVL book sales. Proceeds support branch activities. Donations deemed not appropriate will be discarded.

FOR OTHER PLACES TO DONATE:



The Friends of the Venice Library is a 501(c)(3) nonprofit - Federal Tax ID # 95-3993728
Donations are tax-deductible per IRS guidelines. Join us today!
Find us on Guidestar or Charity Navigator/Instagram or Facebook.
WEBSITE: www.friendsofvenicelibrary.com or Scan code on the left