

FRIENDS OF VENICE LIBRARY

DONATION | GUIDELINES

- Email the Friends to set an *appointment* FriendsofVeniceLibrary@gmail.com
Email is best & fastest. We are more likely to respond quicker to an email.
- If you call, **you must** leave a message. You might wait 24 hours for a return call. 310-571-8604
- Pput your donations in boxes or bags.
- **Make sure they are in good condition.** *A good rule of thumb- when sorting your books – If YOU would want to buy it in its current condition, then it would be fine for the FRIENDS.*
- *If you have only 2 carryable bags or 1 small carryable box you may bring it into the library without an appointment but no receipts will be available.*
- Leave the Friends enough time to inspect your items (5-10 min) - Donation Receipts are available on request with appointments only.



Materials we **CANNOT** accept:

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| <ul style="list-style-type: none"> ● Books missing their original dust jacket cover ● <i>Yellowed Mildewed Torn Smelly Falling Apart Water Damaged</i> ● Books with highlights, notes, underlining or names on front cover ● Textbooks & Reference items older than 2010 | <ul style="list-style-type: none"> ● Reader's Digest Books/Time-Life Sets ● <i>Encyclopedias, Student Publications, Magazines, Periodicals, Professional Journals</i> ● VHS Videotapes ● Old Computer Games or Computer Software ● Audiobooks or Music on Cassette tapes | <ul style="list-style-type: none"> ● AudioVisual Media that is Copied, Incomplete, or Without Original Case ● <i>“For your consideration” Award DVDs</i> ● Advanced Copy or Uncorrected Proofs ● Old Library Books ● Old Travel Books |
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We WELCOME donations of the following: in **GOOD TO EXCELLENT** condition - *of a quality that YOU would like to buy at a sale.* **All genres accepted - kids, fantasy, history, art, classics, comics, crafts, collectibles, antiques, cookbooks, etc.**

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| <ul style="list-style-type: none"> ➤ Hardcover AND Paperback Books ➤ Audiobooks - <u>on CD only</u> - no tapes ➤ Music CDs | <ul style="list-style-type: none"> ➤ Movie/TV DVDs - make sure all discs included and in playable condition (NO scratches) ➤ Games and puzzles - with all pieces |
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Please be considerate of our volunteers' time & energy. Disposal of unacceptable items is time-consuming and strenuous. 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 if deemed appropriate. Proceeds support branch activities. Donations deemed not appropriate will be discarded.

The **Friends of the Venice Library** is a 501(c)(3) **nonprofit - Federal Tax ID # 95-3993728**
Donations are tax-deductible per IRS guidelines. **WEBSITE:** www.friendsofvenicelibrary.com or Scan code on the right

