

Guidelines for Book and other Material Donations to the Friends of the Coronado Public Library

The Friends of the Coronado Public Library (Friends) welcome donations of books, CD's, DVD's and audiobooks. These donations are sold throughout the year at Second Hand Prose book store operated by the Friends, at our annual Book Fair held in April in Spreckels Park, and at sales held at various times during the year. Donations to the FOL are the lifeblood of our fund-raising efforts. Through the sale of donated books and media items, the Friends provide \$60,000 in funding annually to the Coronado Public Library to support programs for children, teens and adults.

Donations can be brought to the front of the Library and placed in the wooden bins inside the front door. Donations can also be brought to Second Hand Prose shop during the hours it is open. Please do not leave books at the front door of the Library or Second Hand Prose.

The Friends appreciate your donations. Please help library staff and volunteers who sort them by observing the following guidelines:

- Hardcover and paperback fiction and non-fiction in good condition
- Clean, undamaged copies of classic titles and award winners
- CD's and DVD's commercially produced
- Puzzles with all of the pieces (please secure boxes with tape)
- Audio books on CD
- Children's hardcover and paperback books in good condition
- Phonographic records

All Donations must come in bags or boxes that are left with donations.

PLEASE DO NOT DONATE:

- Damaged books or materials
- Computer software
- VHS tapes, audiocassettes, 8 track tapes
- Encyclopedias
- High School annuals or yearbooks except for Coronado schools
- **Items that are soiled, torn, worn, moldy or damp**

We cannot accept damaged books with broken bindings, missing pages, soiled, musty, mildew, water damage, or have excessive notes or highlighting in the text. The Friends reserves the right to refuse donations. All donations become the property of the FOL.

Most items given to the Friends of the Library are sold or placed in a Little Free Library. Some items may be sold online. Items not able to be sold are donated to other non-profit organizations, or ecologically recycled. The Friends use the proceeds of sale to sponsor Library programs and activities not covered by the Library's operating budget.

If you have more than 10 boxes of donations, please call the Second Hand Prose book shop at 619.435.1516 to make arrangements.

The Friends of the Coronado Public Library is a non-profit 501(c) (3) organization, and donations are tax deductible as a charitable contribution to the extent allowed by law. A receipt is available upon request. Library staff or a Friends volunteer cannot affirm the value of your donation.