

## DONATION GUIDELINES

Shasta Public Libraries thankfully receives many donated books from generous supporters. Materials received are sorted and evaluated for placement on Redding, Anderson, and Burney shelves. Those not needed in the Libraries' collections are turned over to the Friends of Shasta County Libraries (FOSCL), Friends of the Anderson Library (FOAL), Friends of the Intermountain Library (FOIL), and the Shasta Library Foundation (If valued above \$12.00, the Shasta Library Foundation will sell these books online to raise money for the library). Surplus titles may be sold at Redding Library's monthly on-site patio book sales. All proceeds from the patio sales go directly to the Library for the purchase of new books and materials and library programming. Surplus titles are also donated to support Little Free Libraries in Shasta County.

If you have gently used books and materials to donate, here are some things you should know:

1. All items must be clean and in good condition.
2. Books that have been wet, moldy, or soiled and stored away for long periods cannot be accepted.
3. Books without covers or with torn pages or marked with pen/pencil/crayon cannot be accepted.
4. Books from smoking households cannot be accepted.
5. Books that have insect or mouse damage cannot be accepted
6. Encyclopedias cannot be accepted.
7. Reader's Digest Condensed Books cannot be accepted.
8. Audiobooks on CD's, DVDs, and music CDs are gladly accepted, but record albums and video cassettes cannot be accepted.
9. Books on the following subjects can only be accepted if published in the last five years: medical books; diet books; law books; textbooks; real estate books; computer books
10. Please pack your items in heavy paper sacks or sturdy plastic bags. Boxes are unnecessary (and harder to lift).

**THANK YOU!**

**Shasta Library Foundation, 530-246-0146, [books@shastalibraryfoundation.org](mailto:books@shastalibraryfoundation.org)**

1100 Parkview Avenue, Redding, California 96001