



# PACIFICA FRIENDS *of* THE LIBRARY

## BOOK DONATION GUIDELINES

Donated books are crucial to the success of programs supported by The Friends of the Pacifica Library (PFOL). Donations can be left in the book bin in the lobby of the Sharp Park Library. If you have too many to fit into the bin, please call the library during business hours at 650 355-5796 and they will have someone from the PFOL contact you. Your gift is most welcome and provides a financial benefit to the Library.

The Friends accept books, DVDs, and CDs, books on tape, and books on disc. Each year we receive a large number of donated books, which we in turn resell to the public through two book sales – usually June and December. All profits benefit the Pacifica Public Libraries through funding of programs, staff training and materials and supplies.

We only accept donations with resale value. Unfortunately, some donors mistake us for a thrift store or recycle organization so we have been compelled to develop some guidelines.

### **We DO NOT accept:**

Books in poor condition: This includes

- Books with significant underlining, highlighting, or notes
- Books that smell of tobacco
- Mildewed, moldy, smelly, water-damaged, badly-worn, or yellowed items
- Books with torn-off or badly tattered covers
- Children's Books that are marked with your child's art work

Reference Books more than 10 years old

Legal statutes and casebooks

Travel guides more than 5 years old

Computer, medical, legal, health, or business books more than 3 years old

Magazines, professional journals, catalogs or directories

Loose CDs, DVDs, etc. without their cases

Home-recorded (aka burned) CDs, DVDs, VHS tapes

78 rpm records

Classical, Opera, or Show Tune LPs

Posters

Tax preparation guidebooks

Test preparation guides over 3 years old

Books published by Readers Digest or Bottom Line

Hardbound American Heritage

Hardbound Horizon Magazine

MHQ (Military Historic Quarterly)

Zagat guides over 1 year

Text Books

### **Just a reminder:**

We are selling used books at ridiculously low prices to benefit the library.

We gratefully welcome donations of your re-sellable books.

All donations are tax deductible.

Thank you for supporting the Pacifica Friends of the Library.

If your books are in poor condition according to our guidelines, please take them to the Recology recycling site at 1046 Palmetto. They accept hardbound books.

Another suggested donation site for the books we cannot accept:

Goodwill: trailer located on Linda Mar Blvd park-n-ride lot across from Safeway.

[www.pacificafriendsofthelibrary.org](http://www.pacificafriendsofthelibrary.org)