

Donations of Books and Other Materials

Our organization is a non-profit, all-volunteer organization that relies on individual or corporate donations.

We are a 501(c) (3) organization and accept donations and bequests of any amount.

Your contributions are tax deductible to the extent of the law.

In the Main Library, we accept books on Wednesdays from 10-1 PM and Saturdays from Noon to 2 PM.

We gladly accept the following materials in good condition:

- Media, DVDs and CDs
- Hardcover and softcover books for adults, teens and children
- Recent (less than 2 yrs old) reference books and manuals
- Recent (1 yr.), monthly magazines/periodicals

We're sorry, but we cannot accept:

- VHS tapes
- Encyclopedias, Time-Life Series, etc.
- Outdated (more than 2 yrs old) reference books/manuals
- Weekly magazines/periodicals
- Water damaged, highlighted or marked, dirty, torn, moldy and otherwise damaged books

The Friends of the Richmond Public Library Tax ID Number is 68-0007763.
Richmond Public Library, 325 Civic Center Plaza Richmond, CA 94804.

Visit us at www.richmondlibraryfriends.com



Please Note *Extended* Donation Hours:

Effective September 23, 2016

Donations in good condition will be
accepted on:

Wednesdays, from 10 a.m. until 1 p.m.

And

Saturdays from Noon until 2 p.m.

And

*By Appointment**

(*To schedule a drop off, email to Kathy's
attention at FriendsRPLCA@yahoo.com.)

Donation Forms are available from the Library staff at the checkout desk. Please
ask if you would like a form.

Thank you for supporting the library with your donations!

The Friends of the Richmond Public Library (510) 620-6555



Donation Acceptance Policy

FRIENDS OF THE RICHMOND PUBLIC LIBRARY

We welcome your donation of the following *gently used* items:

- Good condition hardback and paperback books;
- Good condition DVDs, CDs, and audiobooks;
- Good condition popular magazines;
- Good condition booklets (such as how-to-do-it instructions: example: knitting; woodworking; etc.)

If you need help bringing your donations into the library, please contact: Kathy Haug at 510-815-1466 to schedule a drop off.

We ask you not to bring any of these items our way:

- Encyclopedia sets;
- Advance readers copies (pre-publication, pre-proofreading -- we can't legally sell these);
- Business, computer, health, legal, textbooks, or travel guides 3+ years old;

If you have any further questions or would like suggestions for other places that may accept the above items, please contact: Kathy Haug at 510-815-1466.

***Please do not bring moldy/mildewed/damaged items such as:**

- Moldy smell or visible mold/mildew;
- Books that have:
 - covers torn off;
 - heavy underlining;
 - a bad smell;
 - badly worn, creased, torn, or yellowed pages.

*These sorts of books should go into your recycling bin (if allowed by your trash service) or into your trash bin. Mold can spread to other books and some people are allergic to it.