

## BOOK BURROW DONATION GUIDELINES

We thank you for your inquiry about donations to the Friends of Lansing Library. We thrive because of your generosity and are able to keep helping the Main, Foster and South Lansing Libraries give you their superb service.

It is easier to tell you what WE DO NOT ACCEPT:

Encyclopedias published before 2000

College Textbooks

Reader's Digest Condensed Books

Romance Fiction published over two years ago

Magazines over two years old (call me for exceptions)

Professional/Technical Journals

AND if you get it for free, we can't sell it, e.g.,  
catalogs, travel brochures, etc.

Donations of under 3 boxes or bags of items in good condition may be dropped off on the back loading dock of the Main Library Monday-Friday 8 am - 3 pm. If you have more than 3 boxes or bags, please call for an appointment. Items that are generally not accepted include textbooks, law books and magazines that are more than 2 years old.

If you would like a receipt for tax purposes, ring the doorbell and someone there will give you one. If no one answers the bell, call me when you get back home and I will send you one.

For the donations receipt, to schedule a pick-up, or if you just have questions about this process, please feel free to give me a call at: 367-6319

Thanks again!

Sally Holliday, Book Burrow Manager  
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