

## **GUIDELINES FOR DONATING BOOKS TO LIBRARIES AFFECTED BY HURRICANES KATRINA AND RITA**

### **GUIDELINES**

#### **FUNDS**

If you would like to donate funds to help libraries affected by Hurricanes Katrina and Rita, you may do so to the Louisiana Library Foundation. Funds donated to a specific library will go to that library.

Send donations to:

Louisiana Library Foundation  
PO Box 2583  
Baton Rouge, LA 70821

The Louisiana Library Foundation, a non-profit agency under the auspices of the State Library, is governed by a board of trustees. The Foundation's purpose is to support public library programs and services.

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#### **COMPUTERS AND OTHER TECHNICAL EQUIPMENT**

Unless specified for a specific library, computers and other equipment will be matched to affected libraries according to need. Already computers and printers are being sent into affected areas to aid the victims of the two hurricanes in locating loved ones and friends and in filing FEMA and other insurance forms. The State Library in some cases is receiving and delivering the donated items and where possible coordinating direct shipment from donor to library. Minimum acceptable standards: for computer equipment is as follows:

##### **Computers**

- ♦ Pentium III
- ♦ 500 Megahertz
- ♦ 128 Megabytes

##### **Printers**

- ♦ Any for which supplies are available for purchase

To donate, contact the following:

Diane Brown  
Deputy State Librarian  
State Library of Louisiana  
Telephone: 225-342-4923  
701 North Fourth Street, Baton Rouge, LA 70802-5232

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#### **BOOKS AND OTHER LIBRARY MATERIALS**

The best help for Louisiana's public libraries in the aftermath of Hurricanes Katrina and Rita is to donate funds. The reasons: Many libraries will have to be rebuilt and will not be ready to receive donations of books for an indefinite period of time. Also, when rebuilt, the affected libraries may purchase new materials selected to meet the specific needs of the people in their communities. Books, new or used, unless specified for a particular library, will be sorted by State Library Staff

according to Dewey Decimal Classification and distributed according to need. Please contact Diane Brown, Deputy State Librarian, Telephone: 225-342-4923, regarding donations of books.

### **Used Books**

**Book Sale:** If you have collected used books to send, please consider holding a book sale in your location and sending the funds raised to the Louisiana Library Foundation.

**Criteria for Physical Condition:** Regarding the physical condition of used books, we offer the following basic criteria:

- ♦ Binding intact
- ♦ Cover not torn
- ♦ Spine not frayed
- ♦ Pages not torn or missing
- ♦ Not written in, underlined or highlighted
- ♦ No mold, dirt, food, or water damage

### **CONTENT OF BOOKS—NEW OR USED**

State Library Staff have compiled guidelines regarding types of books that would be useful to affected libraries.

## **CHILDREN’S AND YOUNG ADULT BOOKS**

### **Juvenile Collections** (Prefer new or good condition)

- ♦ Picture Books—Copyright date not an issue, although need new titles as well as standard titles, classic titles, favorite authors, award winners.
- ♦ Early Readers—Popular series.
- ♦ Board Books—For toddlers.
- ♦ Beginning Chapter Books—Popular series.
- ♦ Fiction—Copyright date not an issue, although need new titles as well as standard titles, classic titles, popular authors, award winners.
- ♦ Non-fiction (each Dewey category)—Copyright important here. No more than 5 year old copyright date. Especially important in Science, Geography, Computers, Technology, etc.

### **YA Collections** (Prefer new or good condition)

- ♦ Fiction—Need classics, but up-to-date titles that teens really read is important. Popular authors, award winners.
- ♦ Non-fiction (each Dewey category)—Not more than 5 year old copyright date. Some exceptions for standard titles.

### **Paperback Books**

- ♦ Acceptable: New or good condition paperback books for juvenile and YA fiction.
- ♦ These books can added to the collection with a minimum of labor. They provide titles needed to fill demand for school required and Accelerated Reading lists.
- ♦ Paperback for picture books are not desirable.

### **Other Formats**

- ♦ Audio Books (Tape and CD)
- ♦ Videos

### **Louisiana Specific Children’s Materials**

- ♦ Louisiana Young Readers’ Choice Award nominations and winners

- ♦ Louisiana Summer Reading Program booklists
- ♦ Early Childhood List

## **GENERAL COLLECTION**

### **Age/Publication date--**

- ♦ Current: published in last 5 years
- ♦ Exception—Fiction--Any publication date; includes large print fiction

### **Types of books:**

#### Fiction

- ♦ No condensed books, like Reader's Digest
- ♦ Classics, popular fiction of any age in good condition

#### Nonfiction

- ♦ Current only, published in last 5 years, 2001-05
- ♦ No textbooks
- ♦ Test study guides from 2004-05 or newer only

#### Reference (encyclopedias, almanacs, etc)

- ♦ Current encyclopedias, published in 2004-05 only
- ♦ No general almanacs
- ♦ Specialized almanacs (football statistics, Guinness records)

#### Large Type Format

#### Magazines

- ♦ Louisiana only
- ♦ No National Geographic
- ♦ No Reader's Digest

### **Not Acceptable:**

- ♦ Pamphlets
- ♦ Old encyclopedias
- ♦ Old almanacs
- ♦ Professional level legal sets that are not current or need updates and pocket parts
- ♦ Professional level legal, medical, technical and scientific books
- ♦ Old textbooks

## **LOUISIANA & LOUISIANA RELATED MATERIALS**

Almost any type of Louisiana-related book will be accepted. This includes books set in Louisiana or by Louisiana authors.

- ♦ Fiction and nonfiction
- ♦ History-state and parish
- ♦ Biographies
- ♦ Literature
- ♦ Romances
- ♦ Children's books
- ♦ Young adult books

- ♦ Genealogy-Louisiana or otherwise
- ♦ Periodicals-minimum 3-5 year runs
- ♦ City directories
- ♦ Cookbooks
- ♦ Yearbooks-college or high school
- ♦ Reference materials
- ♦ Indexes
- ♦ Travel-2003 to current
- ♦ Paperback--any of the above can be soft-cover

**Not Acceptable:**

- ♦ Text books
- ♦ Telephone books
- ♦ Law books