



Surplus Books Program

Guidelines and Application Instructions

November 2024

The Library of Congress has available at all times, for donation to eligible organizations and institutions, surplus published print books which are not needed for the Library's own uses. Electronic works including Audio Books on CD, Music CD's, DVD's are not eligible for the Surplus Books Program. Eligible organizations and institutions must be located in the United States and fall into one of the following categories:

- Full-time, tax-supported or nonprofit educational institution: school, school system, college, university, museum, or public library.
- Agency of local, state, or federal government.
- Nonprofit institution or organization that has tax-exempt status under the provisions of section 501 of the Internal Revenue Code of 1954 (see 41 CFR 101-44.207 (a)(17)) and that operates a library and/or research center open to the public.

Eligible organizations and institutions may apply to participate in the Surplus Books Program by submitting a completed and signed *Application to Participate* form and a brief letter on the organization's or institution's letterhead stationery requesting approval for participation to:

Joseph Mahar
Head of Surplus Books Program
Acquisitions, Fiscal, & Overseas Support Division (AFOS)
Library of Congress
101 Independence Ave., S.E.
Washington, D.C. 20540-4204

To avoid delay, the documents may be faxed to 202-707-9440 or scanned and sent as an attachment to SurplusBooksProgram@loc.gov.

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Participating organizations and institutions are responsible for making the arrangements for the shipping of materials selected from the Surplus Books Program. This may include making arrangement to provide prepaid FedEx or UPS shipping labels, providing Congressional frank labels, or hand-carrying the materials. If providing frank labels, an organization or institution must make its own arrangements with a Congressional office to provide the labels. The Surplus Books Program will provide shipping boxes and will be responsible for preparing and packing all materials for shipment.

The guiding principle behind the Program is to build published print collections in eligible organizations – not to raise funds for institutions or organizations.

The Surplus Books Program is located in room LM B03, of the Library of Congress Madison Building, 101 Independence Ave., S.E., Washington, D.C. Hours of operation are 9:00 AM – 4:00 PM, Monday through Friday, except Federal holidays.

The available surplus publications are miscellaneous in character and, although shelved for review and selection, have not been listed or described. Participating organizations must select materials in-person at the Library of Congress in Washington, D.C. Members of the Library staff are prohibited from making selections on behalf of participating organizations.

Since there is a constant turnover in the content and size of this collection, the value of materials available at any one time may not justify the cost to an eligible organization to have one of its representatives come to Washington solely for the purpose of reviewing available surplus materials. A participating organization may, however, designate an individual in the Washington area to act on its behalf. All Book Selectors must present identification in order to review available surplus materials.
