



LIBRARY OF CONGRESS

Surplus Books Program

Guidelines and Application Instructions

January 2016

The Library of Congress has available at all times, for donation to eligible organizations and institutions, surplus books which are not needed for the Library's own uses. 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:

Richard Yarnall, Acting Head
Acquisitions Fiscal and Support Office
Library of Congress
101 Independence Ave., S.E.
Washington, D.C. 20540-4204

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

An approved participating organization or institution must renew its request to participate every two years through the submission of an updated *Application to Participate* form.

The available surplus publications are miscellaneous in character and, although shelved for review and selection, are not arranged in any way, nor have they been listed or described.

(continued)

Participating organizations and institutions are responsible for making the arrangements for the shipping of materials selected from the Surplus Books Program. This may include providing a FedEx or UPS account number, 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 library collections.

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.

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 likely would 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 to the Library of Congress Acquisitions Fiscal and Support Office in order to review available surplus materials.
