

HOW THE BOOKCELLAR CAN HELP YOUR BRANCH FRIENDS GROUP

nancy.gandara@sbcglobal.net wilksan0@aol.com a.mason70@att.net

To request surplus BookCellar materials to supplement Friends groups' branch book sale items:

1. Contact **BookCellar Manager Andrea Mason** (a.mason70@att.net), or during BookCellar hours at **210-227-9519**. The BookCellar is open **every day from 11-3, and until 7pm on Thursdays**.
2. Friends **may not take books off the BookCellar shelves**, unless purchasing them.
3. Email your "wish list" to Andrea Mason at least **4 weeks in advance**. The more time that is available for collection of your items, the better the result will be.
4. Andrea will text or email you when the items you requested are ready for pick up, and a date will be set for that pick up. Arrange for a member of your group to pick up the books **during business hours**.
5. BookCellar volunteers will load the pick-up car at the **front entrance to the Central Library**.
6. Number of boxes and genres [per group], **contingent upon available BookCellar inventory**:
 - Ten (10) boxes of adult hardback fiction
 - Three (3) boxes of adult paperback fiction
 - Eight (8) boxes of adult hardback nonfiction
 - Three (3) boxes of children's books, **if available**
 - Two (2) boxes of juvenile fiction books
 - Ten (10) boxes of young adult books
 - Twenty (20) individual vinyl record albums
 - One (1) box of books on CD
7. Just want some supplemental items? ---if you only want "two boxes of mixed Large Print books and two boxes of mysteries" ask for that. Or, "a box of history books, a box of biographies, and music CDs" ---ask for them!

After the branch group sale:

- ❖ **Call Andrea Mason to ask** if the BookCellar would like books or media that were not sold: **do not** just deliver the boxes to the BookCellar! Certain categories will be welcome: mark the outside of each box as to the contents of the box.
- ❖ Share the unsold books with other Friends groups, especially ones with upcoming sales.
- ❖ Store unsold items to stock your branch Book Nook or sale cart.
- ❖ Arrange **in advance** for NEISD volunteers to pick up boxed items at a certain time/date.

Friends of San Antonio Public Library BookCellar: every day 11-3p, Thurs. until 7pm

(210) 227-9519 Andrea Mason, Manager