

Friends Book Donation Program Donation Request Form

About the Program

Friends of the Columbus Metropolitan Library (Friends) Book Donation Program is intended to assist not-for-profit organizations serving children and teens. Books and other materials donated by the Friends must benefit central Ohio communities and may not be used for resale.

Selected organizations will receive up to 50 children and/or teen books. A representative(s) of the organization must be available to select and transport books at the Big Book Sale for which their application was approved. Selected organizations can shop from 9-9:45 a.m. on the Saturday of the approved Big Book Sale. Organizations should plan to bring boxes and/or a moving dolly.

Application deadlines are as follows:

February 1 for the March Book Sale

June 1 for the July Book Sale

September 1 for the October Book Sale

Friends is not able to donate to the following: Individuals; Political Organizations; Religious Organizations for Religious Purposes; Research Companies; or For-Profit Entities, Symposiums, Conferences, Conventions, or Professional Association Meetings

How to Apply

If your organization meets the qualifications above, please complete the following form and submit it, along with a copy of your IRS tax letter and 501(c)(3) status, to:

Friends of the Columbus Metropolitan
Library 96 S Grant Ave.
Columbus, OH 43215
fol@columbuslibrary.org

Organizations may request that Friends retain applications that are not able to be fulfilled for consideration at the next Big Book Sale.

Friends' supply of donatable books is limited. Friends reserves the right to decline any donation request for any reason.



Friends Book Donation Program Donation Request Form

Organization Information

Organization Name:

EIN/Tax ID #:

Mailing Address:

City:

State:

Zip:

Website:

Phone:

Contact Name:

Contact Relationship to Organization:

Contact E-Mail:

Contact Phone:

Has this organization received donation(s) from Friends in the past? When?

Program Information

Program/Event Name:

Program/Event Date (if applicable):

Area/Community Served:

Approx # of kids/teens served:

What types of children/teen books do you need?

How many books are you requesting?
(organizations may request up to 50)

How will this donation support your organization?

How will books be used?



What additional information would you like to share?

Which Big Book Sale are you applying to shop?

March

July

October

Would you like Friends to retain your application for the next sale if your organization is not selected during this round:

Applicant Signature:

Date:

For Office Use Only

Date Received:

Date Reviewed:

Request Fulfilled:

Date Notified:

