



Guidelines for Distribution

King County Library System distributes promotional materials for nonprofit (501.c3) organizations upon request. Due to a growing number of submissions, we ask that you comply with the following guidelines.

Materials must be submitted to the **KCLS Shipping Center** in Preston and addressed as follows:

KCLS Materials Distribution
I-90/Preston Industrial Park, Bldg. 2
8114 304th Avenue SE
Preston, WA 98050

If mailing, send to:
KCLS Materials Distribution
PO Box 398
Preston, WA 98050

Materials must be bundled separately and labeled for each library

(each bundle not to exceed dimensions of 9.5"W x 13"L).

Posters must be rolled separately for each library (each roll not to exceed 22" length).

For distribution to 43 community libraries, provide these quantities based on library category. Please refer to listing on the back:

- **9 (Category A):** Accepts only local community information (5 mile radius), each bundle not to exceed 9.5"W x 13"L x 1/2" depth
- **15 (Category B):** Each bundle not to exceed 9.5"W x 13"L x 1/2" depth
- **9 (Category C):** Each bundle not to exceed 9.5"W x 13"L x 1-1/2" depth
- **10 (Category D):** Each bundle not to exceed 9.5"W x 13"L x 2-1/2" depth

Keep in mind that these dimensions describe maximum quantities; you may send less.

For distribution to select libraries, label each bundle with the library name and follow guidelines for that library's category (see attached list, Libraries: Categories A, B, C & D).

To distribute one copy per library, send 34 and any of the 9 libraries that can take **local only** (state or national OK) copies in one bundle with instructions.

Submitted materials that do not meet these guidelines will be recycled.

Contact: Kristi Hansen, Community Relations, 425.369.3466, klhansen@kcls.org

KCLS Libraries:

Category A (9)

5 mile radius from:

Algona-Pacific
Black Diamond
Duvall
Fall City
Foster
Kenmore
Muckleshoot
Skyway
Snoqualmie

Category B (15)

Boulevard Park
Carnation
Covington
Des Moines
Federal Way 320th
Lake Forest Park
Newport Way
Renton Highlands
Richmond Beach
Skykomish
Valley View
Vashon
White Center
Woodinville
Woodmont

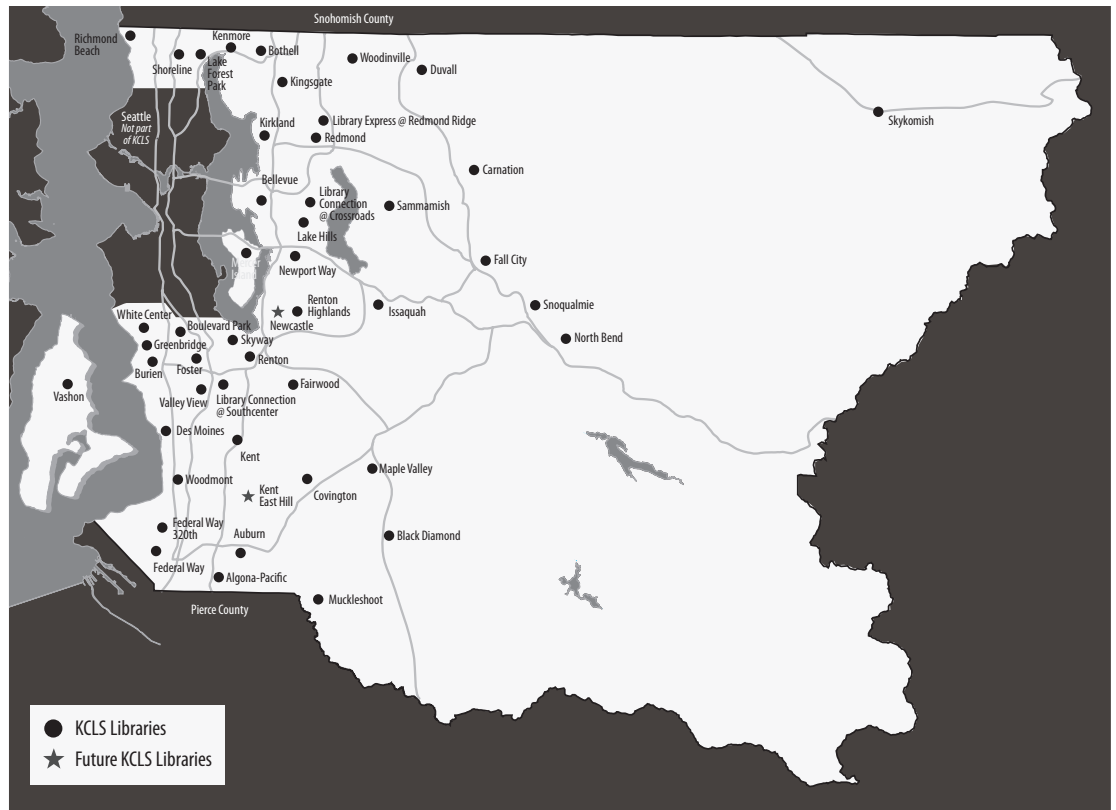
Category C (9)

Burien
Greenbridge
Kingsgate
Lake Hills
Maple Valley
Mercer Island
North Bend
Renton
Sammamish

Category D (10)

Auburn
Bellevue
Bothell
Fairwood
Federal Way
Issaquah
Kirkland
Kent
Redmond
Shoreline

****Under construction**
Newcastle



Materials must be submitted to KCLS Shipping Center in Preston.

Do not drop off materials at individual libraries or Service Center; they will be recycled.

Driving Directions: I-90 East to Preston exit #22, turn left over freeway, take next right and then next left, staying left to enter **I-90 Industrial Park**. KCLS Shipping Center is located in the first building on the left, **Bldg. 2**. Loading docks at #8114.

Drop-off or mail delivery received (Monday–Friday, 8am–3pm & Saturday, 7:30am–1pm.) Closed holidays. **Must unload at an open dock.** Sign-in required when dropping off materials.

These guidelines cover all unsolicited materials distributed through KCLS. The library reserves the right to order additional copies of the same and/or oversized materials for individual libraries.

** Please check www.kcls.org for information on library construction and reopening schedules.