



# 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 40 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
- **13 (Category B):** Each bundle not to exceed 9.5"W x 13"L x 1/2" depth
- **8 (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 30 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](mailto:klhansen@kcls.org)**

## KCLS Libraries:

### Category A (9)

5 mile radius from:

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

### Category B (13)

Boulevard Park  
Carnation  
Covington  
Des Moines  
Federal Way 320<sup>th</sup>  
Lake Forest Park  
Richmond Beach  
Skykomish  
Valley View  
Vashon  
White Center  
Woodinville  
Woodmont

### Category C (7)

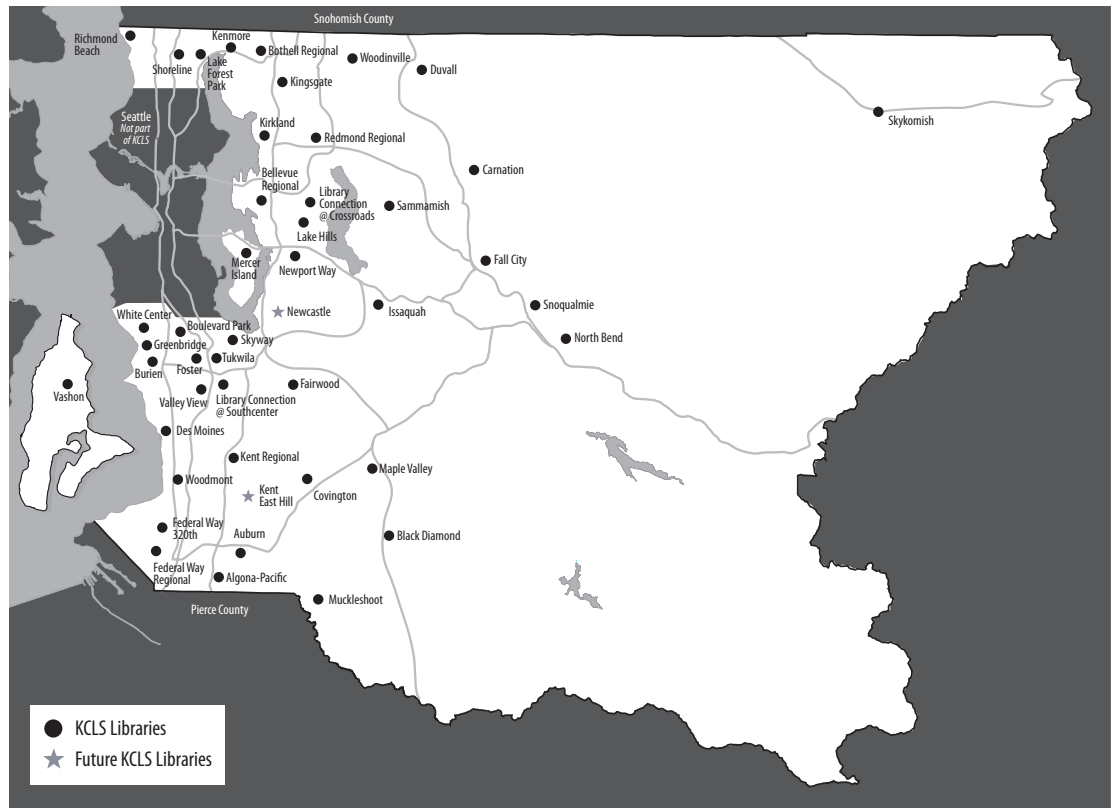
Greenbridge  
Kingsgate  
Lake Hills  
Maple Valley  
Mercer Island  
North Bend  
Sammamish

### Category D (10)

Auburn  
Bellevue  
Bothell  
Burien  
Fairwood  
Issaquah  
Kirkland  
Kent  
Redmond  
Shoreline

**\*\*Temporarily  
closed**

Federal Way



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](http://www.kcls.org) for information on library construction and reopening schedules.