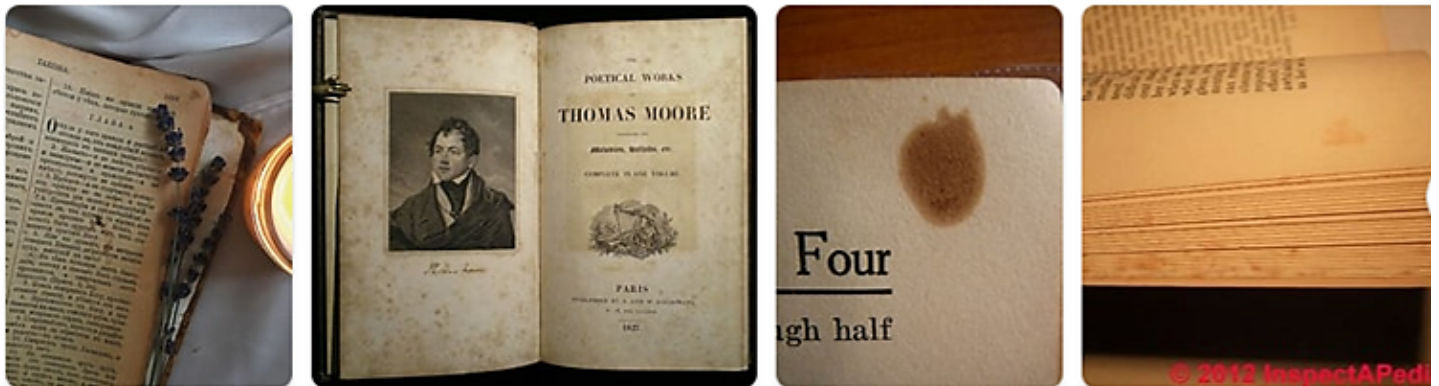


Dear Potential Donor,

Oregon Friends of Jung welcomes donations of needed Jungian books and journals you've read and are ready to pass on. Thank you for thinking of us.

Condition: Donated material should be in **new, like new, or very good condition**. Condition standards may be relaxed for rare, out of print, or otherwise special books on a case-by-case basis, and for many journals, so please ask about these. Otherwise, please examine each item with the following questions in mind:

1. Is the book really clean, **without highlighting, underlining, marginalia, or other user notes**?
2. Is the binding intact, without loose pages or sections, so the book closes properly and doesn't lean to one side when standing upright?
3. Does the book smell musty or are there other signs of mold or mildew?
4. Does it have moisture damage such as wrinkled pages where it got wet?
5. Is the book foxed including on the edges? Foxing in books refers to those black, brown or beige specks and circles that appear on paper surfaces. Here are some examples from a Google image search:



Subject areas: Materials should be Jungian—that is, items by and about Jung and those seminal writers who followed him, or books by newer Jungian analysts and Jungian-oriented thinkers. Books on related Jungian topics such as alchemy, fairytales, mythology, and symbols may also be suitable for us. We usually cannot take books on general psychology, self-help, or other subjects that lie outside our area of focus. If in doubt, please ask.

If we already have copies of the items you want to donate, or if your material is otherwise not right for our collection, we may accept it to offer to library visitors on our “Books for Sale” shelves. We use sale proceeds to acquire new material.

If your items pass the condition tests, please email us the following information about your potential donations:

1. Your name and phone number
2. A list of the items you want to donate including **titles, authors, ISBNs** if they appear on the back cover or the copyright page, and **a note about each item's condition**. If you can send clear photos of the books' copyright page(s), our preference, just add a note re: condition.

After we have corresponded about or discussed what you have to donate and determined its suitability for the Fae Dougan Library, you may deliver books and other items to us in boxes or bags as follows:

- During library open hours, 12:00 - 3:00 on most Saturdays excluding program weekends and holidays. Before you come, please verify with us that a library volunteer will be there. The library is located at 811 NW 20th Ave., Portland, OR 97209 (the NW corner of NW 20th Ave. and Johnson St.). We are located in Suite 101 (enter on 20th Ave.; we're on the left side of the lobby). We may also be able to meet you at the library at other times.
- You may also mail materials to us – but be sure to let us know they are coming. The library's mailing address is the same as the physical address: 811 NW 20th Ave., Portland, OR 97209. Media mail is a good option; but remember the postal service doesn't allow personal correspondence with media mail.
- If you have an extensive library (i.e., your donation will fill several boxes), and if you are local, a library volunteer may be able to come to you—to evaluate what OFJ can use and also to transport our selections back to the library ourselves.

Oregon Friends of C.G. Jung is a 501(c)(3) non-profit corporation and will gladly give you a letter of acknowledgment for tax purposes. If you would like such a letter, please send both your mailing address and a list of titles you are donating. We will forward the info to the Board of Directors member who issues such letters; they do not come directly from the library. Also please note: a nonprofit's letter of acknowledgment does not include a monetary value except for cash donations; this is a figure you provide when you do your taxes. IRS's Publication 526 (for donors) and Pub. 1771 (for nonprofits) have more info about this if you're curious.

Email is the best way to contact us. If you prefer to have a conversation, please email your name, number, and that you'd like to discuss donations, and one of us will get in touch as soon as possible. If email isn't an option for you, you may leave a message at 503-223-3080, OFJ's regular number, and we'll call you back. Remember to speak slowly and clearly.

Thank you again for considering us as a recipient of your material. Thank you as well for your help and your patience, as we are all part-time volunteers who strive to maintain this great resource as we are able to devote time to the work.

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Fae Dougan Library

Oregon Friends of C.G. Jung

E-mail: library@ofj.org

Phone: 503.223.3080 (a landline, so please don't text)