



# Guidelines for Distribution

King County Library System distributes promotional materials for nonprofit (501.c3) organizations upon request. Community information and free literature will be located in designated areas by local library management and not in other areas of the library.

Due to limited space, for materials we ask that you comply with the guidelines aligned below.

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 11"x17").

**For distribution to 45 community libraries**, provide these quantities based on library category. Please refer to listing on the back:

- **12 (Category A):** Accepts only local community information (5 mile radius), each bundle not to exceed 9.5"W x 13"L x 1" depth
- **21 (Category B):** Each bundle not to exceed 9.5"W x 13"L x 2" depth
- **12 (Category C):** Each bundle not to exceed 9.5"W x 13"L x 3" 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).

**To distribute one copy per library**, send 33 and any of the 12 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: Cassandra, Community Relations, 425.369.3227, [cjoppedal@kcls.org](mailto:cjoppedal@kcls.org)**

## KCLS Libraries:

### Category A (12)

*5 mile radius from:*

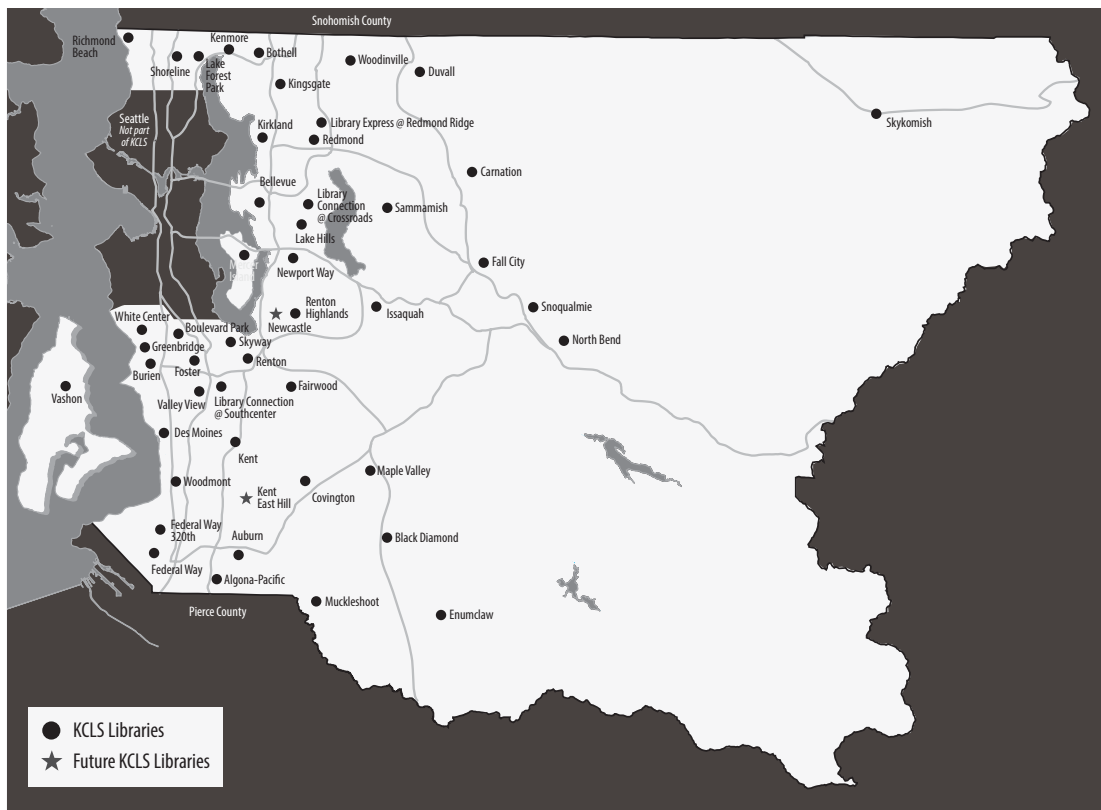
Algona-Pacific  
Black Diamond  
Carnation  
Duvall  
Fall City  
Foster  
Kenmore  
Lake Forest Park  
Muckleshoot  
Richmond Beach  
Skyway  
Snoqualmie

### Category B (21)

Boulevard Park  
Des Moines  
Enumclaw  
Fairwood  
Federal Way 320th  
Greenbridge  
Kingsgate  
Lake Hills  
Maple Valley  
Mercer Island  
Newcastle  
Newport Way  
Renton Highlands  
Sammamish  
Shoreline  
Skykomish  
Valley View  
Vashon  
White Center  
Woodinville  
Woodmont

### Category C (12)

Auburn  
Bellevue  
Bothell  
Burien  
Covington  
Federal Way  
Issaquah  
Kirkland  
Kent  
North Bend  
Redmond  
Renton



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.**