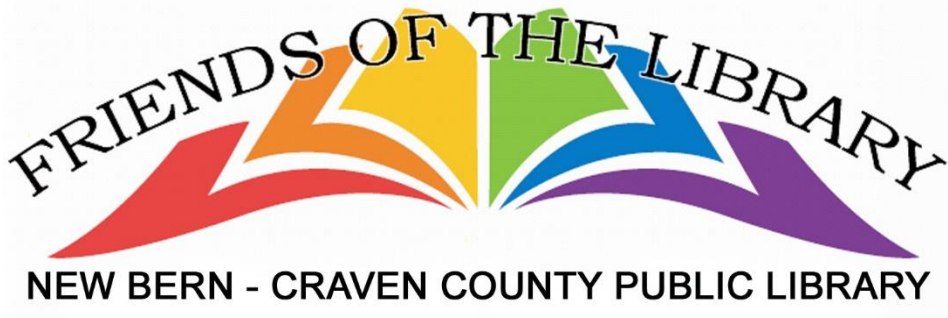




SORTING GUIDE DONATED BOOKS

September 2021



ACKNOWLEDGEMENTS

This guide is intended to assist those sorting books and other material donated to the Friends of the New Bern-Craven County Public Library (FOTL). By consistently applying these principles, sorters will help ensure that only the best quality, sellable books are presented at our books sales, offered in the Little Free Libraries and used for other projects and causes consistent with the mission of FOTL.

All sorters will have a pdf copy of this document emailed to them for their reference and a hard copy will be available in the main storage unit. Sorters will be notified of changes to this Sorting Guide. The most recent copy will be available at the main storage unit.

The following individuals were involved in developing this material:

Joanne Straight, President

Judy Hills, Vice-President

Ann Niethamer, Director, Book Sale Coordinator, Storage Unit Coordinator

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What constitutes an acceptable donation of books and other material?

While we can't control what people give us, we believe that if we provide appropriate guidance, it will help decrease the number of inappropriate items donated by the public.

Here are a few pointers about what NOT to donate. We don't like to think that we have limits, but some items are simply not appealing to the Friends' Book Sale clientele for a variety of reasons, and all donations require volunteer time to sort and box as well as space to store - all of which are precious resources, always in short supply. You can help! Use these guidelines to sort, weed and discard inappropriate materials before donating to the Friends.

Condition matters! Please do not donate books in the following condition(s):

- Dirty, Shabby, Soiled, Smelly
- Moldy, Mildewed
- Water Damaged or Insect Damaged
- Damaged Binding or Pages
- Missing or Torn Covers or Pages
- Excessive Writing, Markings, or Highlighting
- Softcover books with crooked or twisted spines

Also, depending on the type of material, age can be an important factor. **Please do not donate:**

- 8 Track tapes
- Academic Journals
- Advance reading copies or galley proofs of any book
- Cassette tapes
- Catalogs
- Coloring or activity books (unless new)
- Computer books more than 3 years old
- Dictionaries more than 5 years old
- Encyclopedias
- Health and medical books more than 5 years old
- High school or college annuals or year books
- Homemade CD, DVDs
- Law books more than 5 years old

- Magazines
- Medical books more than 5 years old
- Pamphlets and small soft cover booklets
- Periodicals
- Readers Digest Condensed Books
- Self-help books more than 3 years old
- Special edition magazines or newspapers
- Test prep books older than the current year
- Textbooks
- Toys, games, picture frames, diaries, journals, figures, cups, greeting cards or book marks
- Travel guides more than 2 years old
- VHS tapes

Please note: For legal reasons, we do not accept homemade copies of any type of media or commercial software that is not packaged with a book.

Please remove any post-it notes or sticky tabs from the book. Sorters won't take the time to remove them and will discard the book.

Finally, before you donate a book, hold on to the spine and shake each book gently. Very often people leave things in books and forget about them -- important things like receipts with banking numbers, personal photographs, greeting cards with handwritten messages, and even cash. Please check before you donate.

Please note that we do not return containers and we reserve the right to determine whether or not to accept the donation.

Where to drop donated books and other material?

Donations are gratefully accepted at our storage unit Tuesday through Thursday 8 AM to 4 PM at River Mills Professional Storage Center 2723 Neuse Blvd. If necessary to donate at other days and times, you could drop them off at the library, 400 Johnson St., but if you do, we must then transport them to the storage unit which takes extra time and manpower.

It is not possible for the Friends or the Library to pick up donations from the general public. If you are considering a very large donation that might overwhelm

our available workspace, please email us to make special arrangements.

friendsnewbern@gmail.com

The Friends are pleased to consider offers of unique or specialized collections that do not necessarily meet the standard guidelines above. In some cases, we may send a subject expert to your site to review a special collection. To discuss a donation that may be of unique value, please send a message to our general email:

friendsnewbern@gmail.com

How to get a receipt for the donation?

If you would like a receipt for tax purposes, count the number of items you are donating and leave it with your donation including your name and mailing address. The Friends can give signed and dated receipts for the number of items, but cannot assess the value of your donation. The receipt will be mailed, but be patient.

How do volunteers sort donated material?

Donations are brought into the storage unit and each item is handled and assessed and a decision made to keep or discard. Items to be kept are sorted into the appropriate sorting boxes and the items to be discarded are placed in paper bags which are later taken to a county convenience center.

What is discarded?

Before we can discuss sorting, we have to first determine what gets discarded. While we are always hopeful that the public will follow our donation guidelines, unfortunately it is rarely the case. The first level of review is to look at the general condition, as this relates to all material donated. Books in the following condition(s) are automatically discarded without further review:

- Dirty, Shabby, Soiled, Smelly
- Moldy, Mildewed
- Water Damaged or Insect Damaged
- Damaged Binding or Pages
- Missing dust covers on hard back fiction

- Missing, Torn Covers or Pages (paperbacks)
- Excessive Writing, Markings, or Highlighting
- Softcover books with crooked or twisted spines
- Open the case for a donated CD or DVD and check to see that the case cover matches what's in it. Discard both the case and the CD or DVD if mismatched.

The second level of review is the material itself. Discard the following:

- 8 Track tapes
- Academic Journals
- Advance reading copies or galley proofs of any book
- Cassette tapes
- Catalogs
- Coloring, activity, puzzle books (children or adult unless unused)
- Computer and IT related books more than 3 years old
- Dictionaries more than 5 years old
- Encyclopedias
- Financial books more than 3 years old
- Health books more than 5 years old
- High school or college annuals or year books
- Homemade CD, DVDs
- Law books more than 5 years old
- Magazines
- Medical books more than 5 years old
- Pamphlets and small soft cover booklets
- Periodicals
- Readers Digest Condensed Books
- Self-help books more than 3 years old
- Special edition magazines or newspapers
- Test prep books older than the current year
- Textbooks
- Toys, games, picture frames, diaries, journals, figures, cups, greeting cards or book marks
- Travel guides more than 2 years old
- VHS tapes

Please note: For legal reasons, we do not accept homemade copies of any type of media or commercial software that is not packaged with a book.

The third level of review is not as quantifiable as the first two levels as it involves personal judgment—depending on the material. Here are some examples:

- Books containing older technical information that may no longer be relevant
- Children's material that is dated (unappealing covers, old subject matter)
- Children's teaching material, parenting material, teacher material
- Coffee Table book vs. book that belongs in some other category
- Education or Instructional DVDs or CDs that are outdated
- Large number of the same type of fiction book donated by the same person (e.g., romance, cowboy, sci-fi)
- Large number of copies of the same book (e.g., 15 copies of a 3rd grade math workbook)
- Older fiction books that are not considered classics
- Older reference material
- Sports—older books may not sell

What to do with the discards?

The possibilities for the discards include:

- Bag and take to the convenience center for disposal
- Put aside for the LFL (e.g., hard cover fiction books without dust covers, slightly damaged paperbacks that are more recent)
- Other projects of FOTL (e.g., restocking libraries at Assisted Living Facilities, craft workshops).

How are saved books sorted?

Once it is determined that the donated material will be saved, the item is placed in the appropriate sorting box. Here is a list of the generic topics or type by which we sort along with examples of what should go in the box. It is not possible to make a list of every conceivable type—some judgment is required. We only ask that sorters do the best they can to figure out where to place the item.

- Prolific Authors—these will change each year. See current list. Hard cover books only.
 - Male
 - Female
- A to E Hardcover Fiction
- F to K Hard cover fiction
- L to Q Hard cover fiction
- R to Z Hard cover fiction
- Small paperback fiction (a/k/a mass-market paperbacks)
 - 4.25" x 6.87"
 - When in doubt, use the measuring outline in the Appendix A. Any fiction paperback that does not fit in the box is considered a large paperback.
 - These seem to be fading out of the market as we see fewer and fewer new titles being printed in this format. In 2017 mass market paperback sales dropped to 9% of total print units sold. This was a drop of 4% from 2013 and it is continuing to drop.
- Large paperback fiction (a/k/a standard paperbacks or trade paperbacks)
 - These come in a variety of sizes: 5"x8", 5.25"x8", 5.5"x8.5", 6"x9".
 - Also, in this category we are seeing what is called a cross between a paperback soft cover and a hard cover. It is called a cover flap (a/k/a gatefold cover or French flap). You will notice it has a different (silky) feel. For now, we are classifying them as a large paperback.
- Art/Photography/Performing Arts/Music
 - Photographs of artwork
 - How to paint, sculpt, take pictures, etc.
 - Dance
 - Theater
 - Books about movies
 - Books on music or musical instruments
 - Sheet music (books or individual sheets)—including liturgical
- Biography/Autobiography/Memoirs
- Business/Finance/Accounting/Computers/Internet/social media
 - Starting any type of business
 - Personal Finance books

- Stocks and investing
- Retirement
- Savings
- Computer or peripherals
- Web, Internet
- Social Media
- Children/Parent/Teacher/Homeschool/Special Needs
 - Board books (young children)
 - Soft cover books
 - Chapter books (soft and hard cover—100 pages or less)
 - Coloring & activity books (new only)
 - Books on parenting
 - Books for teachers and teaching children
 - Books on special needs children
 - Material for children being home schooled
 - Teaching aids for children (e.g., multiplication table cards)
- Christmas
 - Do not include fiction—place with fiction
 - Christmas cooking books
 - Christmas craft books
 - Christmas decorating and idea books
 - Christmas coffee table books
 - Christmas history books
- Coffee Table Books/Old Books
 - Large or oversized books with little text and beautiful photos on some timeless subject
 - Old books on any topic—do not need to be in pristine condition
- Cookbooks/Wine/Special Diets
 - Books about baking, BBQing, special cuisines, special focus (e.g., soups, herbs, fish)
 - Books about kitchen equipment and techniques (e.g., crockpots, InstaPots, Cuisinart)
 - Diet cookbooks must be primarily recipes—not about the diet itself

- Foreign Language/Reference
 - Reference book—used to get quick specific facts or information or an overview of a subject (check age)
 - Dictionary (check age)
 - Thesaurus
 - Almanacs, atlases, maps (check age—the country boundaries are changing rapidly)
 - Any book written in a foreign language—any subject—for any age
 - Book on learning a language
 - Writing
 - Publication (check age)
- Gardening
 - Note that older books on this subject do not sell—especially if they do not have colorful photos
 - Landscape
 - Trees
 - Shrubs
 - Flowers
 - Vegetable gardens
 - Container gardens
 - Fish ponds
 - Butterfly gardens
- Health, Beauty & Nutrition
 - Diets
 - Healthy living
 - Aging
 - Specific diseases
 - Exercise
 - Body/Mind connection
 - Hair and makeup
 - Style & Fashion
- History
 - Factual, not historical novels
 - True Crime
 - World

- People
- Cultures
- Areas or countries
- Chronicles
- Ancient, Modern
- Hobbies/Crafts
 - Arts & crafts—things to be made with one's hands
 - Genealogy
 - Sewing & needlework
 - Woodworking & carving
 - Toy and doll making
 - Decorative painting, stamping and stenciling
 - Jewelry, beadwork and watch making
 - Collecting
 - Tools, techniques and implements for hobbies and crafts
 - Antiques
 - Cars
 - Memorabilia
 - Adult coloring books, crossword puzzles, Sudoku, other pencil games
 - Puzzles
- Home Improvement/Décor/Antiques/Architecture
 - Remodeling
 - Construction
 - Interior design
 - Wallcoverings, Drapery
 - Exterior design (street appeal)
 - Handyman, home repairs
 - Cleaning and cleaning products/equipment
- Humor & Pets
 - Jokes
 - Comics
 - Humorous commentaries/observations
 - Bathroom readers
 - Fictional stories—pets
 - Nonfiction—pets

- Types and breeds of pets
- Training and caring for pets
- Literature/Poetry/Classics
 - All types of poetry and poetry collections
 - Classic: common high standards for quality, appeal, longevity and influence. Stands the test of time and has universal appeal (themes of love, hate, death, life and faith). In Appendix B there is a list of 100 classics (not all inclusive). If you can't decide—look it up online.
- DVDs and CDs
 - Movies on DVD
 - Music video DVD
 - Educational or Instructional DVD
 - Music on CD
 - Books on CD (a/k/a books on tape)
- North Carolina
 - Nonfiction only
 - History of NC or anything related to NC (e.g., Craven County history)
 - Natural history of NC
 - Books about famous NC places, things or people
 - Travel NC books (check age)
- Politics & Government & Societies
 - World and International
 - United States
 - Public affairs and policies
 - Ideologies & Doctrines
 - Government
 - Social Studies
 - Political issues (e.g., elections, structure, race, women's rights, LGBTQIA+)
- Religion
 - Religious texts (e.g., various Bibles, Koran)
 - Religious writings (Hinduism, Buddhism, Confucianism, Taoism, Judaism, Islam, and Christianity)
 - New Age/Spiritual writings and texts
 - Sermons

- Nonfiction with reference to specific religions or belief
- Religious social commentaries
- Inspirational Writings
- Science & Nature
 - Physical science
 - Chemical Science
 - Earth and related environmental science
 - Biological Science
 - Natural Science
 - Oceanography and Marine Biology
 - Genetics
 - Zoology
 - Astronomy
 - Botany
 - Geology
 - Birds and birding
 - Animals in the wild
 - Dinosaurs
- Self Help
 - A step-by-step type book to overcome a perceived weakness or flaw
 - A progression type book (evolution of some sort)
 - A recovery book
 - An exercise-type book
 - A component-based book—dealing with parts of a complex issue or problem
 - Life-changing issues
 - Habits
 - Living with...
- Sports/Recreation
 - Sailing
 - Boating
 - Fishing
 - Individual sports
 - Team sports
 - Equipment and techniques related to sports

- Anything related to a physical activity (indoors or outdoors) done for recreation
- Teen/YA/Science Fiction/Fantasy/Horror
 - Browsing this section in book stores and online book stores will help familiarize yourself with current writers and subjects. Many current YA novels involve vampires or zombies.
 - Science Fiction (or Sci-Fi or Syfy) typically deals with imaginative and futuristic concepts such as advanced science and technology, space exploration, time travel, parallel universes and extraterrestrial life. These can mostly be recognized by the cover art or by the publisher as some specialize in sci-fi.
 - Fantasy is a genre of speculative fiction set in a fictional universe, often inspired by real world myth and folklore. Can be set in medieval or magical universes. A current example is the Harry Potter series.
 - Top publishers of fantasy, sci-fi and horror: Tor, Gollancz, Orbit, Ace, Bantam Spectra, Del Rey, Morrow, Doubleday, DAW.
- Travel (check age)
 - Guides to specific countries
 - Books about locations
 - Best of: destinations
 - How to travel guides
 - Holidays and special trips
 - Places to see before...
 - Advice on travelling
 - Food and travel

How are these books sorted at the sale?

To help the buying public find the specific genre or topic they are seeking, we may break these general sorting categories down a bit more and put additional signs on them. For example, under sports we may have a section for "sailing" since it is so popular in our area and we might also have a section for "golf." We might pull out some collections of books (like a set of Harry Potter books in a slipcase) or a set of DVDs (the seven seasons of Bosch) to special price. Pre-sorting the books before the sale helps tremendously in setting up the sale.

What's next after sorting?

There are a few things that sorters can do to help even out the work flow:

- When the sorting boxes are full, pack the contents into a box.
 - First you may have to assemble the box by placing packing tape along the bottom seam. If there is one, put the cardboard insert into the box.
 - Then, fill the box. It is important that the spines of the books not be placed so they will be stressed or we may have to discard the books later when they are unboxed. It is also important that the box be completely filled and the top be flat. If it is not, there is a very real danger that the stack of boxes might collapse causing damage or even injury.
 - Seal box with tape (do not fold ends over)
 - Next label the box on the long side—upper right corner of one side—using a black marker and large letters. You can abbreviate the category. (See diagram below for how to label the box. Be sure to cross off all prior labels.)



- And last, put the box either on the stack or on the floor near the stack of boxed books. Someone will stack it later if you are unable to do so.
- If you sorted any books for which the donor requested a receipt and if he or she provided the number of items donated along with their name and address, please take a picture of that notice and email it to the storage unit coordinator. That individual will take care of mailing the receipt.
- If there is an excess of boxes used by donors—break them down and discard them with the discarded books.
- Any discards you have bagged, please remove from the unit. If there is only a small amount, you may be able to place it in your home recycle bin. If

there is a larger amount, please consider taking it to the nearest convenience center and place in the mixed paper container. If you are unable or unwilling to do this, please let the storage unit coordinator know via email or text.

- When you leave the unit, please return all items that you moved (dollies, step ladder) to where they were, pull down the door(s) and if the unit has a lock, just spin one of the tumblers and replace the lock on the door. We prefer to keep the dollies and step ladder locked in the main unit so they won't disappear.

Any additional instructions or guidance?

- While we do ask the public to deliver their donations to our storage unit, some will continue to drop them at the library. The library will generally notify the Storage Unit Coordinator when there are books to be picked up. S/he will notify a sorter and ask that s/he pick them and transport them from the library to the storage unit.
- Sorters can gain access to the storage facility without having to use the card key. The facility employee is generally there Mon-Fri 8 to 4 and will allow you access. There is a card key at the library. The storage unit coordinator and the alternate both have card keys.
- The combination to the padlock is 4-3-2-1. Set the number and then push in to unlock. To re-lock—change at least one of the numbers and push in. It won't lock if you don't change at least one number.
- Sign in and out on the log provided.
- All sorters will have a pdf copy of this document emailed to them for their reference and a hard copy will be available in the main storage unit. Sorters will be notified of changes to this *Sorting Guide*. The most recent copy will be available at the main storage unit.
- Check each book—remove paperclips, scraps of paper, bookmarks, post-it notes, etc.
- Keep the sorting table cleaned off and sorting boxes packed up—in fairness to the next sorter that comes after you.
- Alert the Storage Unit Coordinator of any needed supplies (e.g., additional storage boxes) or other issues or concerns that arise.

- If needed, leave notes for other sorters or label books or material that you are unsure of what to do with.
- If there are any public health issues (e.g., COVID-19) that might affect sorters, we will publish guidance notices in the main unit along with any necessary supplies (e.g., hand sanitizer, masks).
- If for some reason there is a major change in our operation of the storage unit (e.g., cease donations due to volume), we will notify sorters via email and post reminders in the main unit.
- We do not advise you working the storage unit alone when the unit is unattended by the paid staff, but if you must do so, we strongly suggest that you do not lift heavy boxes or carelessly handle sharp objects (e.g., box cutters). Remember if something happens to you while you are there alone, even if you are able to call someone, that person will not be able to enter the unit. Keep your cell phone handy.
- And one last thing, sorters get a unique opportunity to preview all donated materials. The public donates these to the Friends to allow us to further our mission and our projects. While we don't mind the sorters taking a small number of books for their personal reading, we ask that they not abuse this privilege by taking an excessive number or by taking ones that might sell for more than the usual amount we would get for the item at the sale.

**We hope this information provides adequate guidance to sorters.
We welcome your comments as this is an everchanging process.**

Thank you for volunteering as sorters!

APPENDIX

- A. Measuring guide for small, mass market paperbacks
- B. 100 Classic Books
- C. List of sorting unit supplies
- D. Public Health Notice—most current (if any)
- E. Contact information for Storage Unit Coordinator
- F. Picture Examples of Book Conditions

Resources:

[Getting the Most From Donations](#)

[Smithsonian Libraries' Information on Old Books](#)

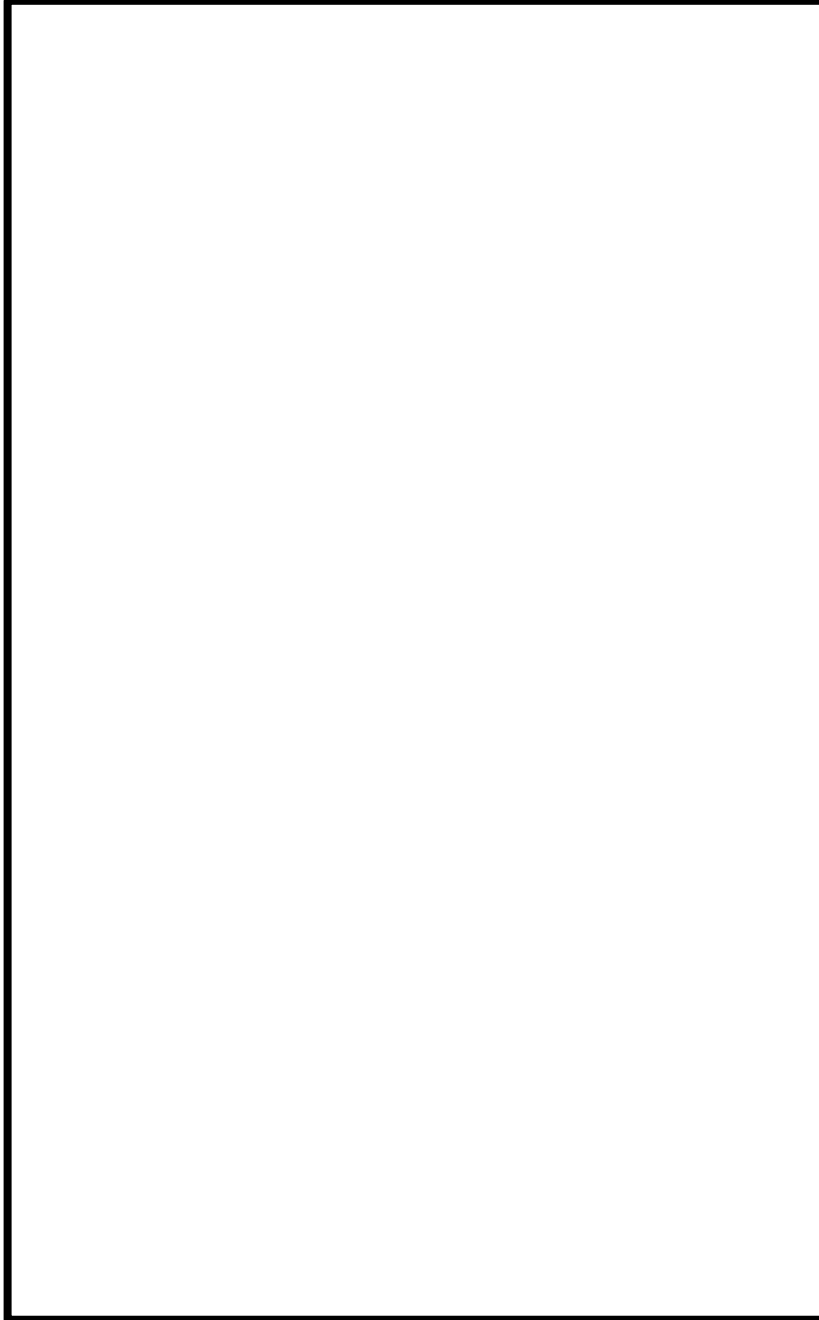
[Manuscripts and Artifacts Guide](#)

[Picture guide on assessing condition of books](#)

[Bedbugs in library books](#)

Appendix A

Measuring guide for small, mass market paperbacks: 4.25" x 6.87"



Appendix B

100 CLASSIC BOOKS (Wikipedia)

Note: This is not an all-inclusive list. There are many more lists that can be referenced. When in doubt, look the title up on the web.

20,000 Leagues Under the Sea - Jules Verne

A Christmas Carol - Charles Dickens

A Midsummer-Night's Dream - William Shakespeare

A Tale of Two Cities - Charles Dickens

Adam Bede - George Eliot

Adventures of Tom Sawyer - Mark Twain

Alice's Adventures in Wonderland - Lewis Carroll

All's Well That Ends Well - William Shakespeare

Antony and Cleopatra - William Shakespeare

As You Like It - William Shakespeare

Barchester Towers - Anthony Trollope

Barnaby Rudge - Charles Dickens

Black Beauty - Anna Sewell

Bleak House - Charles Dickens

Dombey and Son - Charles Dickens

Emma - Jane Austen

Far From the Madding Crowd - Thomas Hardy

Great Expectations - Charles Dickens

Gulliver's Travels - Jonathan Swift

Hamlet - William Shakespeare

Hard Times - Charles Dickens
Ivanhoe - Sir Walter Scott
Jane Eyre - Charlotte Brontë
Julius Caesar - William Shakespeare
Kidnapped - Robert Louis Stevenson
King Henry the Fifth - William Shakespeare
King Lear - William Shakespeare
King Richard the Third - William Shakespeare
King Solomon's Mines - Henry Rider Haggard
Last of the Mohicans - James Fenimore Cooper
Les Misérables - Victor Hugo
Little Lord Fauntleroy - Frances Burnett
Little Women - Louisa May Alcott
Lord Jim - Joseph Conrad
Lorna Doone - R.D. Blackmore
Love's Labour's Lost - William Shakespeare
Macbeth - William Shakespeare
Mansfield Park - Jane Austen
Martin Chuzzlewit - Charles Dickens
Middlemarch - George Eliot
Moby Dick - Herman Melville
Much Ado About Nothing - William Shakespeare
Nicholas Nickleby - Charles Dickens
Oliver Twist - Charles Dickens
Othello, the Moor of Venice - William Shakespeare

Persuasion - Jane Austen
Pride and Prejudice - Jane Austen
Rob Roy - Sir Walter Scott
Robinson Crusoe - Daniel Defoe
Romeo and Juliet - William Shakespeare
Round the World in Eighty Days - Jules Verne
Sense and Sensibility - Jane Austen
Shirley - Charlotte Brontë
Sons and Lovers - D.H. Lawrence
Tales of Mystery and Imagination - Edgar Allen Poe
Tess of the D'Urbervilles - Thomas Hardy
The Adventures of Huckleberry Finn - Mark Twain
The Adventures of Pinocchio - Carlo Collodi
The Adventures of Sherlock Holmes - Arthur Conan Doyle
The Call of the Wild - Jack London
The Casebook of Sherlock Holmes - Arthur Conan Doyle
The Comedy of Errors - William Shakespeare
The Count of Monte Cristo - Alexandre Dumas
The Hunchback of Notre Dame - Victor Hugo
The Importance of Being Earnest - Oscar Wilde
The Mayor of Caterbridge - Thomas Hardy
The Merchant of Venice - William Shakespeare
The Mill on the Floss - George Eliot
The Moonstone - Wilkie Collins
The Old Curiosity Shop - Charles Dickens

The Phantom of the Opera - Gaston Leroux
The Pickwick Papers - Charles Dickens
The Picture of Dorian Gray - Oscar Wilde
The Pilgrim's Progress - John Bunyan
The Professor - Charlotte Brontë
The Scarlet Letter - Nathaniel Hawthorne
The Secret Garden - Frances Burnett
The Sketch Book of Geoffrey Crayon - Washington Irving
The Strange Case of Dr. Jekyll - Robert Louis Stevenson
The Taming of the Shrew - William Shakespeare
The Tempest - William Shakespeare
The Tenant of Wildfell Hall - Anne Brontë
The Three Musketeers - Alexandre Dumas
The Winter's Tale - William Shakespeare
The Woman in White - Wilkie Collins
Through the Looking-Glass - Lewis Carroll
Timon of Athens - William Shakespeare
Titus Andronicus - William Shakespeare
Treasure Island - Robert Louis Stevenson
Twelfth Night - William Shakespeare
Uncle Tom's Cabin - Harriet Beecher Stowe
Under the Greenwood Tree - Thomas Hardy
Vanity Fair - William Thackeray
Villette - Charlotte Brontë
Waverley - Sir Walter Scott

Westward Ho! - Charles Kingsley

What Katy Did - Susan Coolidge

White Fang - Jack London

Wuthering Heights - Emily Brontë

Appendix C

List of sorting unit supplies

- Black markers
- Box cutters
- Boxing tape
- Hand Sanitizer
- Hard copy of the *Sorting Guide*
- Laminated copy of the small paperback measuring guide
- Large post-it notes
- Masks
- Note pad
- Paper bags
- Pens
- Sanitizing wipes (for tables)
- Scissors
- Storage boxes
- Tissues

Appendix D

Public Health Notice—most current (if any)

Regardless of whether or not you are fully vaccinated (COVID-19), we advise following with 3Ws unless you are working the storage unit alone.

Know your 3 Ws!



WEAR
a cloth mask over
your nose and mouth.



WAIT
6 feet apart. Avoid
close contact.



WASH
your hands or
use hand sanitizer.

@NCDHHS

#StayStrongNC

Appendix E

Storage Unit Coordinator contact information as of September 2021:

Joanne Straight

jostraight@gmail.com

252.259.3078

Back-up—Lives near the storage unit and has the key card:

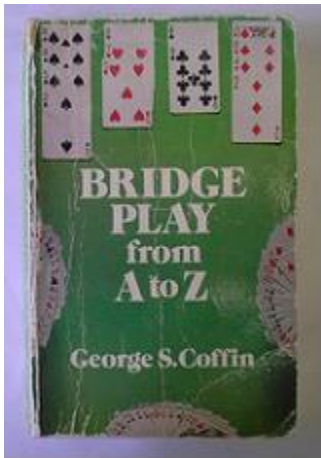
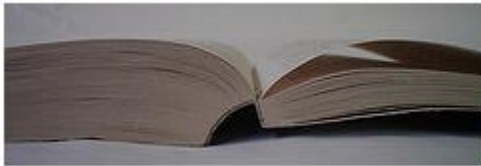
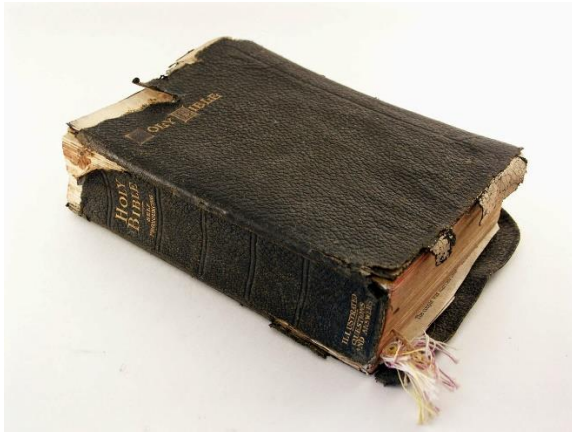
Judy Hills

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252.670.1913

Appendix F

Picture Examples of Book Conditions





Active mold growing on books after a water event.

