Guidelines for Materials Donations

The Library is always grateful for donations such as books, DVDs and puzzles; however, the Library can only accept materials that meet certain standards which make the material useful to the Library, either as an addition to the circulating collection, or as a source of income for the Friends of the Library.

For material to be accepted for inclusion in the Library’s circulating collection, the item must conform to the Library’s Materials Selection Policy standards. Materials which do not conform, but may be of interest to the general public, may be accepted for inclusion in the Friends of the Library Book Sales. All donations are accepted solely at the discretion of the Library and become property of the Library.

If you need a receipt for tax purposes, the Library will provide one. Internal Revenue Service regulations prohibit library staff from providing estimates of value for donated materials.

**Books**

Acceptable books must be in clean and readable condition and of recent publication date or historical interest. They must be complete (including paper jacket), without defacement or tears and bindings sound.

We do not accept textbooks, magazines, Reader’s Digest condensed books, abridged titles, encyclopedias or computer/technology books older than 2 years.

We do not accept dirty, moldy, odorous or otherwise unsuitable items.

**CDs and DVDs: Movies, Books on CD and Music**

Acceptable materials must be legally produced, clean, complete in playable condition, without scratches or picture/sound distortions and in the original packaging.

We do not accept VHS or audio tape cassettes of any kind.

The Library does not accept computer games, cartridges or software.

**Puzzles**

Acceptable puzzles must be clean, undamaged, complete and of appropriate subject matter.

**Magazines**

The Library does not accept back issues of magazines. Exceptions may be made for single issues of historic value. Acceptable magazines must be clean and undamaged.

If you have any questions about these guidelines, or if you have any questions about the materials you are considering donating, please call the library at 401-710-7800 during regular business hours.

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