



Guidelines for Materials Donations

The Library is always grateful for donations of materials 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 material to be accepted for inclusion in the Library's circulating collection, the subject matter must conform to the Library's Materials Selection Standards. Materials which do not conform, but which may be of interest to the general public, may be accepted for inclusion in the Library's sales. All donations are accepted solely at the discretion of the Director, and become property of the Library.

Donations to the library are tax deductible to the full extent of the law. The Library will provide the donor with an acknowledgment of the gift of those materials that are accepted by the Library, but Internal Revenue regulations prohibit the Library from providing an estimate of the value of the donated materials.

Books—

Acceptable books must be in clean and readable condition, and of recent publication date or of historical interest. The books must be complete, without page defacements or tears, and the bindings must be sound. Books must also have the paper jacket intact unless they were published without a jacket.

Not Acceptable—

- Books or materials which are dirty, moldy, musty, smelly, damaged, defaced or incomplete.
- Textbooks, Reader's Digest Condensed Books, encyclopedia sets (unless they are of very recent publication date) and Computer Books unless they were published with the past two years.
- Abridged editions **are not** generally acceptable.

CDs and DVDs: Movies, Audio Books, & Music, Computer Games & Software—

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

NO Audio tape cassettes or VHS tapes of any kind will be accepted.

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 and periodicals. Exceptions are single issues of historic value, and single-subject, special interest magazines/periodicals in complete volumes, e.g., entire volumes of *Fine Woodworking Magazine*. **Note:** not all subjects are of interest to the library. Please call to inquire before bringing in magazines or periodicals.

Acceptable magazines must be clean and undamaged, and volumes must be complete.

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