



Materials Donation Policy

Board approved: 9/2011; 4/2022; 4/2024

The library may accept donations of books and other materials, such as puzzles, that are **clean** and in **good condition**. The following types of materials are not accepted: musty or damaged items, outdated formats (VHS tapes, audiocassettes, disc media), periodicals, encyclopedias, manuals and textbooks.

We encourage the following types/conditions of items for donations:

- Current bestsellers
- Popular authors or topics
- Like-new condition
- Published within the last five years
- Complete puzzles (no missing pieces)

Donations will not be accepted with conditions, and all donations immediately become the property of the library. They cannot be returned. Some donations may be added to the collection. The same criteria for inclusion in the library's collection apply to gifts as to purchased materials. Any items not added to the collection will be sold through the library's book sale or donated to a third party. Dirty, musty, or damaged items or those that cannot be sold or donated will be recycled or discarded. Donations added to the collection may be subsequently withdrawn when they are worn or when their content is no longer current or desirable.

The library accepts donations during regular library hours. Items must be of a manageable quantity for the library, and the person making the donation must carry them into the library without assistance.

The library cannot make any monetary appraisal of donated materials. Persons wishing for verification of their donation for tax purposes are solely responsible for reporting the number of items and must place their own value on the donated materials. The library can provide and initial a Materials Donation Receipt upon request as an acknowledgement of the donation.

The library reserves the right to not accept any materials at the time of donation.