

## Book Donation Policy

The library accepts books, audiobooks, dvds and music cds as donations. The book donation program is run by the Library Friends, a dedicated group of volunteers. The library reserves the right to sell, discard or add each item to the collection as decided by the Director.

All donations must be brought down to the basement landing (no elevator) by the DONOR. If assistance is required, a volunteer is available by appointment. The library webpage contains a link to contact the book donation coordinator.

On days/times when we are closed, a donation bin is also available. If the bin is full, please do not leave the books. Scattered bags and boxes usually get ruined by the elements and also create potential hazards and safety risks to others.

### Items unacceptable for Donation:

- Items in poor condition (Ex. Smelly, broken spine, moldy, water damaged, mildewed, torn/damaged)
- Encyclopedias
- Readers Digest
- Magazines of any kind
- Unauthorized copies of media

Thank you for your generosity.