

# **STARTING MAY 7, 2018 – NEW MATERIALS DONATION GUIDELINES**

## **Materials Donations**

The Rosemary Garfoot Public Library welcomes your donated books, audiobooks, movies, music, and puzzles. Your donation will be added to the Library's collection or sold at the Friends of the Rosemary Garfoot Public Library book sales to help enhance our programs and services.

## **Donation Guidelines**

### **We will accept:**

- Hardcover and paperback books in good condition
- Commercially published CDs and DVDs
- Audiobooks on CD
- Jigsaw puzzles (with all the pieces)
- **No more than 2 boxes/grocery bags of books per week**

### **We cannot accept:**

- We cannot accept boxes of books that have not been properly inspected by the donor.
- Damaged books with broken bindings, missing pages, soiled, musty, moldy, with smoke or water damage, or with excessive writing in the text.
- Clearly outdated materials (\*see below for guidelines)
- Condensed books (Reader's Digest)
- Professional journals
- Encyclopedias
- Time/Life series books or other non-fiction series books
- Non-commercially produced media
- Cassette tapes
- VHS
- Workbooks or study guides that are partially or wholly filled in
- Coloring books
- \*\*Magazines, including special editions

### **\*We accept certain materials within specified limits:**

- Price guides and almanacs (current only)
- Medical and financial advice books (less than 5 years old)
- Travel guidebooks (less than 5 years old)
- Computer manuals (less than 5 years old)
- Textbooks (less than 10 years old)
- Test preparation guides (less than 5 years old)

**\*\*We accept magazine 6 months old or newer for our magazine exchange**

## Frequently Asked Questions

How much can I claim as a charitable donation?

- We do not determine the value of the donation. Your tax preparer can assist with this. Receipts are provided designating how many paperbacks and hardbacks were donated.

What happens to the items I donate?

- Depending on the quality and condition of the donated items, they will be put into our general collection; stored for our semi-annual book sale; donated to Goodwill or discarded.