**YOUR LIBRARY Gift and Donation Policy**

***Use the following guidelines to create your own volunteer policy that fits the needs of your library. These guidelines were adapted by Amanda Schiavulli from*** [*http://www.librarytrustees.org/policies.php*](http://www.librarytrustees.org/policies.php)

The XXXXX Library appreciates your donations of new or gently used materials. Items may be added to the collection if they satisfy our Collection Development Policy criteria; most donations are sorted and placed in the Library’s Book Sale to support Library services and programs.

The Library accepts the following types of materials:

* Books (fiction and non-fiction hardcover and paperback, large print books, children’s books)
* Audio CDs and books on CD and tape, DVDs, and Blu-ray discs
* Console games
* Other items of local, historical interest (please call ahead)

The Library does not accept these types of materials:

* Encyclopedias
* Dated material (e.g., almanacs, computer books, buying guides, directories)
* Reader’s Digest condensed books
* Magazines and newspapers
* Textbooks
* VHS tapes

All donated materials must be in good condition

* We do not accept musty, mildewed, stained or discolored items.
* All materials must be complete and intact.

**How to donate:**

Please call the XXXX Library to assure we are accepting donations and have the space for them at this time.

All materials must be brought to the Library; we cannot pick up materials from another location.

**Are donations tax-deductible?**

The XXXXX Library may give a receipt for tax purposes, but will not appraise or estimate the value of the materials.

**Contact Information**

If you have questions or have more than two boxes of materials to donate, please contact: