

## **MATERIALS DONATIONS GUIDELINES**

The Free Public Library of Monroe Township appreciates the many donations of new and used books and non-print materials that are received each year. Each item is evaluated by one of the professional librarians to determine their condition and if they fill a need in the collection. Other donations that are not cataloged are put into the outgoing book sale in the Library's store or donated to the Friends of the Library for their book sale. In this effort, we have to be selective taking into consideration space relevance, condition, need and labor. All proceeds from book sales are used to enhance the library programs and services. The Library reserves the right to utilize or dispose materials as warranted.

Once items are donated, they become the property of the library who then determines their disposition. Items will not be returned to the donor. No conditions as to their use may be imposed by the donor. In addition to the materials, all cartons, bags containers, etc that are used to deliver the items will also become the property of the library. No boxes, containers, etc will be held for return at the door.

We are happy to provide a written receipt upon request that donations were received but we cannot value the material.

All items should be brought to the Circulation Desk or to the Friends table when they are open for a Book Donation Drive.

### **Acceptable items for donation:**

- Hardcover and paperback books, 10 years old or less, in good condition, both fiction and nonfiction for children, teens and adults.
- DVDs, CD audio books and music CDs in good condition in their original containers. Copies are not acceptable.
- Books about Monroe Township or New Jersey in good condition.

### **Materials we cannot use:**

- Technology, health, travel, finance or technical books over 3 years old.
- Materials discarded from other libraries.
- Computer software or computer manuals
- Books that have been highlighted, written in, stained with pages and/or covers torn or missing
- Any items with any sign of mold or insect
- Encyclopedias, condensed books (such as Readers' Digest) or National Geographic
- College textbooks over 3 years old
- No damaged materials.
- All non-print items must be in their original cartons or cases. No duplicated non-print items.
- No VHS or cassette items.