

## Donations

The Library welcomes donations of books, CDs, DVDs, and other materials. The following guidelines apply to their acceptance and final disposal:

Donations are accepted at the Circulation Counter. Please consult the Circulation Staff before donating a large number of items.

If a tax deduction is desired a Circulation Staff member will mail a letter of acknowledgement as proof of donation to the address provided to us. The Library does not assign monetary value to the donated items.

The librarians apply the same selection standards to donated items as are applied to purchased items. Donated items that do not meet these criteria will be sold, given away, or otherwise disposed of.

The Library does not accept:

Encyclopedias

Magazines

Record albums

Materials in poor condition