

## Donations

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

- Donations are accepted at the Circulation Counter. (Please consult the Senior Library Technician before donating a large number of items.)
- If a tax deduction is desired, a form letter is available at the Circulation Counter that the donor can complete and submit to the IRS. The library does not assign monetary value to the donated items; this is the responsibility of the donor.
- 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