

## *Monroe Township Library Materials Donation Guidelines*

The Free Public Library of Monroe Township appreciates the many donations of new and used books and non-print media 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 ongoing book sale in the Library's store. We have learned from long experience what sells and what doesn't. We have to be selective because of display space and storage limitations as well as the labor involved. All proceeds from the Book Store sale are used to enhance library programs and services. Those items that do not meet the library's criteria for the collection or for sale are sent to recycling. The Library is not obligated to keep donated items for any length of time.

Once items are donated, they become the sole property of the Library who will then determine their disposition; nor will items be returned to the donor. No conditions as to their use by the Library 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 to the donor. We simply do not have the space.

We are happy to provide a written receipt (upon request) that donations were received, but we are prohibited from appraising the monetary value per IRS tax law.

All donations will be accepted at the front Circulation Desk. Items left outside or in the Book Return will be automatically discarded.

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

---Hardcover and paperback books in good condition, both fiction and non-fiction for children, teens and adults (*10 years old or less are preferred, see copyright date; older materials will be considered if in excellent condition*)

---DVDs, VHS tapes, CD audiobooks and music CDs in good condition in their original containers (*5 years old or less*)

---Books about Monroe Township or New Jersey in good condition

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

---Technology, health, travel, finance or technical books over 2 years old

---Materials discarded from other libraries

---Computer software or computer manuals

---Books that have been highlighted, written in, stained, pages/covers torn or missing; any sign of mold or insect damage will automatically be sent to recycling

---Encyclopedias, condensed books (such as Reader's Digest)

---College textbooks over 2 years old (no textbooks from area schools will be accepted)

---Tape cassettes, damaged videos, CDs or DVDs. All nonprint items must be in their original cartons. All duplicated nonprint items will be discarded per copyright laws.