

Donation Guidelines

It is understood that gifts are freely given without conditions attached, unless specifically negotiated beforehand, and that all donations will be used or disposed of as the Library deems appropriate.

All donated books must be presented to staff for approval. Books not presented to staff (i.e. placed by the door of the library or in book drops) will be immediately disposed of. We reserve the right to refuse any donation.

We will accept:

- Hardcover and paperback books that are new or gently used
- Commercially published media (e.g. CDs, DVDs, Audiobooks on CD)
- Recent editions of magazines that can be put directly into the “Free Magazines” area(s)

We cannot accept:

- Reference books (e.g. dictionaries, encyclopedias, etc.)
- VHS tapes
- Textbooks
- Cassette Tapes (music or audiobooks)
- Damaged books with broken bindings, missing pages, soiled, musty, moldy, with smoke or water damage, or with excessive writing in the text
- Books with outdated or inaccurate information
- Software
- Reader’s Digest condensed books
- Vinyl records
- Travel books published 4 or more years previous to current year
- Health books published 4 or more years previous to current year
- Legal books published 4 or more years previous to current year
- Large amounts of books (more than 10) not in boxes
- Donated books placed in book drop(s)

We recognize that the Library is not capable of nor is it our mandate to be a large-scale recycling facility. Donations given to the Library that obviously fall under the “cannot accept” guidelines will be immediately thrown away. The Library *can* suggest resources for those interested in recycling/reusing books.