



# Fairview Public Library

## Book Donation Policy

Fairview Public Library welcomes your donated books, audio books, movies, music, and magazines. Your donation will be added to the Library's collection or sold at the Fairview Public Library book sales to help enhance our programs and services.

### Book Donation Guidelines

*We will accept:*

- Hardcover and paperback books in good condition. We cannot use damaged books (e.g., broken bindings, missing pages, soiled, musty or moldy, excessive writing in the text) or clearly outdated materials.
- Commercially published media (e.g., CDs, DVDs, videos)
- Recent editions of magazines can be put directly into the Magazine Exchange

*We cannot accept:*

- Boxes that have been moved directly from long term storage to the Library. We cannot accept boxes of books that have not been properly inspected by the donor.
- Large quantities of books that are not in boxes or containers. Due to facility and logistic constraints, we cannot accept loose material.
- Damaged books with broken bindings, missing pages, soiled, musty, moldy, with smoke or water damage, or with excessive writing in the text
- Clearly outdated materials (see below for guidelines)
- Toys, games, puzzles, artwork
- Condensed books (Reader's Digest)
- Professional journals
- Encyclopedias
- Textbooks
- Non-commercially produced media
- Workbooks or study guides that are partially or wholly filled in
- Computer programs

*We accept certain materials within specified limits:*

- Price guides and almanacs (current only)
- Medical and financial advice books (less than 5 years old)

- Travel guidebooks (less than 5 years old)
- Computer manuals (less than 5 years old)
- Test preparation guides (less than 5 years old)

### *Frequently Asked Questions*

#### **Where do I go to donate my books and other items?**

Please bring donations of books inside of Fairview Public Library during open hours.

For assistance with larger donations (more than 3 cartons), stop by the desk or call 845-586-3791 to make an appointment. We may not be able to accept excessively large number of donations. Also, once our inventory needs have been met, we may decline to accept donations.

#### **How much can I claim as a charitable donation?**

We do not determine the value of the donation. Receipts can be provided designating how many paperbacks and hardbacks were donated.

#### **What happens to the items I donate?**

Depending on the quality and condition of the donated items, they will be put into our book sales; put into the general collection of the library; or given away.