



Book and Media Donation Policy & Procedure

The Library accepts donations of like-new materials. The library is especially interested in donations of hardcover bestselling titles and authors in both fiction and nonfiction, picture books, juvenile and teen series and DVDs.

Donations of books or media are accepted with the understanding that they will not necessarily be added to the collection. The material is judged by the same criteria as those applied to the purchase of new materials. The Library reserves the right to dispose of donated material through sales at Library fundraising events or discarding.

The Library does not accept the following materials: video cassettes (VHS), audio cassettes, magazines, text books, law books, encyclopedias, or condensed editions. Print materials without an ISBN (International Standard Book Number) will not be added to the collection.

The Head of Collection Management is responsible for the acceptance of all donations to be added to the collection. Any condition or restriction on donated material must be agreed to and stated in writing by the Head of Collection Management in advance of the Library's receipt of the donation.

Appraisal of value is the responsibility of the donor. A gift receipt providing for a description of the material donated and date of the donation is provided when requested.

How to donate your items to the Library

Donations must be delivered to the Library in boxes or bags; boxes and bags will not be returned to the donor.

Donations of any size can be delivered to the loading dock at the Z.J. Loussac Library (facing Barrow Street, near the book drops) Monday through Friday between 9 a.m. and 4 p.m. (excluding holidays). Small donations (one bag or less) are accepted at any library circulation desk during open hours. Large donations are to be coordinated with the Loussac or Neighborhood Library Manager or delivered to the Loussac loading dock during hours specified above.

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