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.

Value appraisal of is the responsibility of the donor. A gift receipt will be provided to the donor, upon request, for a description and date the material was donated.

How to donate your items to the Library
Donations must be delivered to the Library in (Banker size) boxes or sturdy (kitchen size) trash bags; boxes and bags will not be returned to the donor.

The Library will only accept two boxes or two trash bags of donated books and one box of CDs or DVDs on at the garage loading area facing (Barrow Street & Natural Pantry) on Tuesdays, Wednesdays and Thursdays, between the hours of 11a.m. and 3p.m. (excluding holidays). Smaller donations (no more than one banker box or one kitchen size trash bag) will be accepted at any library circulation branch desk.

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