

**Policy**  
**Donations**  
*Revised June 2003*

We appreciate book donations to the Library, but ask your cooperation in bringing the books into the building during open hours. Please do not leave bags of books outside – donations cannot be accepted without review by staff.

We can accept new and recent hardcover books, paperbacks in good condition\*, children's books, CDs, videos and audio books. Due to limited storage space, however, we cannot accept old hardcover books, textbooks, or Reader's Digest Condensed Books.

*\* Please Note: There can be no possibility of mold or none of the donations can be accepted. If your books were stored in a dark, damp area for 24 hours or more or have a stale smell, we cannot accept them as mold spores travel through the air and could infect the rest of the collection.*