

BOOK DONATION POLICY

The Washington Public Library appreciates donations of books and other materials. Donations are accepted with the understanding that they may not be added to the library's collection, but may be sold or put out for patrons to take, at the librarian's discretion.

Please note: The Circulation staff is not authorized to accept donations without the permission of the Director. In the Director's absence, the Bookkeeper/Account Clerk will make the decision whether to accept donations.

Acceptable Donations:

- Hardcover, large print and paperback books, *in good condition*, both fiction and non-fiction, for adults and children.
- DVDs and CDs (Audiobooks and Music CDs), *in good condition*, for adults, young adults and children.
- Video games *in good condition*, for both adults and children

We Cannot Use:

- Books that have been stored in public storage, basements, attics, sheds, or garages.
- Damaged, yellow, dirty, stained, or smelly books.
- Magazines or newspapers of any kind.
- Reader's Digest Condensed Books.
- Outdated publications such as almanacs, tax guides, etc.
- Travel guides, text books, and technical books older than 3 years.
- Old Encyclopedias (any encyclopedias more than 5 years).

Do NOT bring books that need to be recycled to the library. If you have any questions, please contact us first – 908-689-0201.

Approved by the Library Board of Trustees on November 28, 2016