### **DONATION GUIDELINES**

Friends is pleased to accept donations of printed or recorded materials that are suitable for use by the Library or for resale.

## **ALL MATERIALS**

In good repair - no mold, water damage, strong odors, excessive marking, missing covers or pages.

Age limitations do not apply to materials that may be considered antiquarian, vintage, or collectible.

### BOOKS

YES, Please donate	NO, Thanks
Hardback	Textbooks > 5 years old
Paperback	Encyclopedias > 2 years old
·	Incomplete Sets
Fiction	Computer Manuals >5 years old
Non-Fiction	Travel Guides >2 years old
All Subjects and Genres	Membership/Phone Directories/Yearbooks
All Ages (see Children's section below)	Adult oriented materials
	Paperbacks without front cover

# **VIDEOS, RECORDED MUSIC & AUDIO BOOKS**

YES, Please donate	NO, Thanks
DVD & BluRay video formats	Missing Covers/Cases
	Non-commercially produced (home recordings)
CD & Record music formats	Videos Rated NC-17 or X
CD audio book format	Cassette format
	VHS format

## **MAGAZINES**

YES, Please donate	NO, Thanks
Women's Interest/Cooking/Décor/Sewing	Weekly Magazines & RD >1 year old
Weekly Publications (e.g., Time) <1 year old	Other Magazines > 5 years old, unless collectible
Special Interest <5 years old	National Geographic – more than 12 per donation
Readers' Digest (RD) <1 year old	Adult-oriented Magazines (e.g., Playboy)

# **CHILDREN'S BOOKS**

YES, Please donate	NO, Thanks
	Published prior to 1985 - considered Adult Vintage/Collectible
Published since 1985	Spiral bindings (plastic or metal)
Ordinary Books, printed on paper or cardboard, only	Toys attached
	Electronic parts (music, sound makers)
	Painted, Plastic, Rubber, Fabric, or Metal components
	Printed on materials other than paper or cardboard
	Excessive markings, pages colored, workbook pages filled in
	Games, Puzzles, Toys