

# FRIENDS OF PICKAWAY COUNTY LIBRARY

## DONATION GUIDELINES

- I. Gifts to Pickaway County Library
  - a. Materials donated to the Pickaway County Library may or may not be added to the collection. Materials which are not added to the collection are given to the Friends of Pickaway County Library.
  - b. Individuals or organizations with larger intended donations may wish to contact the Friends directly to ensure receipt and acceptance of donated materials.
- II. Friends of Pickaway County Library Accepted Materials
  - a. Materials currently being accepted as donations:
    - i. Newer Books
    - ii. Older books in excellent condition by popular authors and/or with popular subject matter
    - iii. DVD's
    - iv. Music CD's
    - v. Audio books (books on CD)
  - b. The Friends reserve the right to discard donations that are damaged, have been stored in damp/musty environments, or have little chance of resale. Please evaluate books and media for:
    - i. Tears
    - ii. Water stains
    - iii. Yellowed or brittle pages
    - iv. Broken bindings
    - v. Pages that have been highlighted or written on
    - vi. Scratches and cracks (multi-media)
  - c. The Friends do not currently accept:
    - i. Textbooks of any kind
    - ii. Encyclopedias
    - iii. Magazines
    - iv. Books relating to science, technology or computers that are 5+ years old
    - v. Discarded books from other libraries or book sales
    - vi. Audiovisual materials with adult ratings (NC-17, X or the equivalent)
    - vii. Pornography in any format
- III. Receipt of Donations
  - a. Friends members cannot assign a cash value to donation items, and appraisal of items for tax purposes is the donor's responsibility. Donations must be delivered to the Friend's bay of the library garage or to library staff directly.