



MATERIALS DONATION POLICY

The Danville-Center Township Public Library appreciates and encourages donations of books and other materials which align with Library policies and are in good condition. Any materials donated immediately become the property of the Library and the Library reserves the right to evaluate and dispose of them in accordance with the same criteria as purchased material.

Library staff will determine the outcome of donated materials as to if they will be added to the collection, donated to the Friends of the Library for inclusion in their book sales, or discarded.

The following criteria will be used in connection with material donations:

- Items must be in good condition. No materials will be taken if they contain stains and/or are musty, moldy, smoky or have water or insect damage. Books will not be accepted if they have missing pages or have been written in.
- DVDs and Blu-rays in original, commercially produced cases. No VHS tapes will be accepted.
- Music or audiobook CDs in original, commercially produced cases. No cassette tapes will be accepted.
- Textbooks, encyclopedias, dictionaries, and magazines will not be accepted.

If requested, the Library will provide a receipt acknowledging the donation of materials given and indicating the approximate number of items. However, the Library cannot make any determination as to the value of the donations.