



SPOTSWOOD PUBLIC LIBRARY

548 Main Street
Spotswood, NJ 08884
732-251-1515

www.spotslibrary.org

To read. To learn. To discover.

DONATION OF MATERIALS POLICY

Thank you for your interest in donating materials to the Spotswood Public Library. Donated books and media play an important role in our collection and reading programs. Materials donations, like other non-cash or cash donations are tax-deductible as charitable donations. Upon request, staff will provide you with a dated receipt for income tax purposes. Staff cannot estimate the monetary value of the items, but if you provide us with a count of the items, the receipt can indicate the total number of items that you have donated. We have to be selective because of space and storage limitations as well as the labor involved. All proceeds from the Book sale are used to enhance library programs and services. Those items that do not meet the library's criteria for the collection or for sale are sent to recycling. The Library is not obligated to keep donated items for any length of time.

Guidelines for Bringing in Your Book Donations:

Please bring donations to the Circulation Desk in boxes or bags that you can leave with the Library. Staff cannot assist you with unloading donations. Call the library in advance if you wish to bring in a large number of donations. Items left outside or in the Book Return will be automatically discarded. Donations cannot be returned to you once they have been given to the library.

We happily accept:

- Hardcover and paperback books in excellent condition (Fiction and Nonfiction) for children, teens, and adults with a copyright date in the last 10 years
- Encyclopedia Sets, with a copyright date in the last 10 years
- Textbooks, Travel Books or Computer Books with a copyright date in the last 3 years
- DVDs
- Music CDs
- Audiobooks on CD
- Spotswood Yearbooks or Local History, any copyright date in good condition

We are unable to accept:

- Books with mold or mildew
- Books that are dirty or have an odor
- Books that are water-damaged
- Books that have been highlighted or written in
- Incomplete Encyclopedias
- Harlequin Romance Novels
- Law Books
- Reader's Digest Condensed Books
- Activity Books (crossword, coloring, etc.)
- Bound Journals
- Bound copies of National Geographic
- Magazines or Catalogs
- Records or Cassette Tapes
- VHS Tapes

Items that are accepted for donation but after examination are not added to the Library's collection will be sold, donated to other organizations or recycled.

Monetary donations to the Library for the purpose of purchasing new materials are also an excellent way to honor or remember a loved one and are greatly appreciated by the Library. ***This policy was reviewed and approved by The Spotswood Library Board of Trustees at a regular meeting on December 11, 2014 and revised at a regular meeting on December 10, 2015.***