WESTON PUBLIC LIBRARY

GUIDELINES FOR ACCEPTING DONATIONS

The Library accepts books in good condition as well as media items. Donations can be accepted in small quantities (5-10 items at a time). The Library requests that donors call before bringing any items into the building.

The Library does *not* accept:

- Materials in poor condition (torn bindings, cracked spines, soiled, etc.)
- Outdated travel and dining guides
- Textbooks
- Condensed books or similar abridgments
- Incomplete encyclopedia and reference sets
- VHS tapes
- Audio tapes

The Library cannot guarantee that donated materials will be added to the collections. Any gifts may be offered for sale, distributed to other libraries, or discarded. When the Library receives a cash gift for the purchase of books or other items, the subject area to be augmented shall be based on the wishes of the donor. Specific selections will be made by the Library staff.

Upon request, the Library will provide a receipt for donations in-kind, but cannot place a value on any items accepted. The appraisal of such gifts for tax purposes shall be the responsibility of the donor.

Adopted April 2, 2002. Revised March 8, 2023 (logo removal only).