

	<b>E. D. Locke Public Library</b>	
Page 1 of 1	<b>Donations of Books and Other Materials</b>	Amended: September 4, 2018 March 1, 2021

E.D. Locke Public Library appreciates your donations of **gently used** books, audiobooks, DVD's and CD's to supplement our collection, or for resale at the Friends' book sales.

**All donations become the property of the library. The library reserves the right to utilize donated materials in whatever way best benefits the collection and services. Gifts may be added to the collection, sold with the proceeds to benefit the library, passed on to other libraries or community organizations, or discarded if necessary.**

***A good rule of thumb is to ask yourself before donating – Would I buy these items myself at a used bookstore?***

*When you bring in a donation, a staff member will inspect it to make sure of the following:*

- There are **no mold or mildew spots.**
- There is **no odor of smoke, mustiness, etc.**
- There are **no bugs, animal hair, etc. in or on the item(s).**
- Minimal to no **stains, water damage, torn pages or covers, broken or loose bindings.**
- Minimal to no **underlining, highlighting or other writing.**

*Because of their limited value to the library, the following **will not be accepted:***

- **Textbooks and encyclopedias**
- **Used workbooks and personal journals.**
- **Reader's Digest condensed books.**
- **Newspapers or magazines (except craft and cooking magazines).**
- **Personal cassettes, videos and CDs.**
- **Audiovisual materials that don't work or are missing parts.**
- **VHS Tapes**
- **Cassette Tapes**
- **Music CDs**

Some options you have are to donate them to charities/thrift shops/schools, recycle them yourself, or try to sell them to a used bookstore.

For legal reasons, library staff may not estimate value of donated materials or sign any statement of value. Estimating value is the donor's responsibility. Upon request, library staff can provide a dated receipt stating the quantity and format of donated materials.

Information on IRS rules and regulations regarding charitable deductions can be found in the:

U.S. Treasury, IRS Publication 526,  
"Income Tax Deduction for Contributions,"  
<https://www.irs.gov/forms-pubs/about-publication-526>