

Palo Verde Valley District Library - Donation Guidelines Policy

All donations require **staff and volunteer time** to sort and **library space** to shelve and store - both of which are precious resources, always in short supply. You can help! Use these guidelines to sort, weed and discard inappropriate materials before donating to your library. Please do not put donations into our book drop. Donations can be made during business hours.

Excessively large number of donations such as a “trunk load” or “truck load” are not being accepted at this time.

We will not be accepting large donations during the summer months (June, July & August)

The library accepts new or gently used:

- Adult, young adult and juvenile books— either paperback or hardcover, fiction or nonfiction, English or Spanish
- Audio books on CD's
- DVDs
- Current magazines

Please bring donations of books to the circulation desk between the hours of 10 a.m. to 4 p.m. All donations must be bagged or boxed. Due to space, no more than **3 boxes or 4 bags** may be donated at a time. Once our inventory needs have been met, we may decline to accept donations. If you need your bags or boxes back, please leave your phone number and a staff member will contact you once the books have been sorted.

We cannot accept:

- **Dirty, dusty, moldy** and/or **water-damaged** materials
- Damaged bindings or pages
- Missing covers or pages
- Items with writing, markings or highlighting
- Paperbacks warped from storage
- Clearly outdated materials
- Toys, games, puzzles, artwork, professional journals, condensed books (Reader's Digest)
- **Encyclopedias**
- Non-commercially produced media
- Workbooks or study guides that are partially or wholly filled in
- Computer programs
- **VHS** and **Audio cassette** tapes
- Boxes that have been moved directly from long term storage to the Library. We cannot accept boxes of books that have not been properly inspected by the donor.
- Large quantities of books that are not in boxes or containers. Due to facility and logistic constraints, we cannot accept loose material.

What happens to the items I donate?

Depending on the quality and condition of the donated items, they will be sold by our Friends of the Library; put into the general collection of the library; or given away.

Donations are Tax Deductible

At your request, Library staff will provide you with a letter of receipt that you may fill out for tax purposes. The Library staff is not qualified to determine the value of your donation. It will be up to you to assign a value for tax purposes.