

# Kelley Library Book Donation Guide

While the library appreciates receiving donated items, we are not able to add all donations to our collection. Items not added to the collection still help the library by generating funds when they are sold through our annual and ongoing book sales.

## ***We Accept:***

- Popular fiction and non-fiction. DVDs, music CDs, and complete audiobooks on CD, with intact and undamaged cases.

## ***We Do Not Accept:***

- Books in poor condition. If a book is yellowed, water-damaged, musty, has torn covers or pages, or broken bindings, please do not donate it to the library.
- VHS tapes or audio cassettes.
- Encyclopedias.
- Reader's Digest condensed books.
- Outdated information, particularly travel guides, computer books, or computer software older than three years.
- Magazines.
- CDs or DVDs that are scratched or otherwise unusable, or have broken cases or missing booklets.
- Home-recorded or downloaded materials.
- Audiobooks or DVD collections with missing discs.
- Textbooks or academic texts.

## ***Helpful Hints:***

- Call ahead.
- Limit your donation to one or two boxes at a time.
- Please help the library by not donating items that must be discarded.
- The library does not recycle books.

## ***Tax Receipts:***

If you would like a receipt, count the items you are donating. The library can give you a signed, dated receipt for the number of items, but cannot assess the value.