

BOOK AND MEDIA DONATION POLICY

The Siletz Public Library is very pleased to accept donations of books, DVDs, etc. Gifts and donations of materials are reviewed using the same criteria as purchases. The library will determine how to best incorporate such materials into the existing collections. We will add some donations to our collection, and other items will be used in the Siletz Valley Friends of the Library book sales or donated to other institutions. The profits from the book sales go toward maintaining the library building, purchasing new materials, or supporting library programming. If you wish, you may request a receipt for your donation. The library does not give an estimate of worth on the receipt.

Because our storage space (and manpower) is very limited, we cannot accept large quantities at any one time. Please limit your donation to 10 items or fewer per week unless you have previously talked with the Manager.

WE ARE PLEASED TO ACCEPT THE FOLLOWING:

- Books in good condition, especially newer titles
- CDs and DVDs without scratches
- Other titles (after discussion with the manager)

WE DO NOT ACCEPT THE FOLLOWING:

- VHS tapes
- Magazines or catalogs
- Condensed books (such as Reader's Digest)
- Books that are dirty, stained, damaged, musty, or moldy
- Encyclopedias or other reference sets
- Textbooks

Please contact the library to make arrangements to deliver the donation.

Please **DO NOT** leave donations outside the library when it is closed.

Donations of items other than books and media must be discussed with the Manager of the library.

Thank you for your generosity!