



Milltown Public Library

Gifts and Donations Policy

Thank you for your interest in donating to the Milltown Public Library. All donated materials will be reviewed by the Library Director and/or Friends of Milltown Library volunteers to make sure they are suitable for the library and the ongoing and annual book sales. Material donations, like other noncash or cash donations are tax-deductible as charitable donations. Upon request, staff will provide you with a dated receipt for income tax purposes. Staff cannot estimate the monetary value of the items. The Library is not obligated to keep donated items for any length of time. The library reserves the right to refuse donations, and to discard donations, for any reason.

The library must be selective about what it accepts due to space and storage limitations as well as the labor involved, and suitability of donation to the library. All donations are used to enhance library programs and services.

Guidelines for Bringing in Your Book Donations: Please bring donations to the Circulation Desk in boxes or bags that you can leave with the Library. Staff cannot assist you with unloading donations. Call the library in advance if you wish to bring in a large number of donations. Donations cannot be returned to you once they have been given to the library.

We happily accept:

- Hardcover and paperback books in excellent condition (Fiction and Nonfiction) for children, teens, and adults with a copyright date in the last 10 years
- Travel Books or Computer Books with a copyright date in the last 3 years
- Vinyl records
- Local History, any copyright date in good condition

We are unable to accept:

- Books with mold or mildew
- Books that are dirty or have an odor
- Books that are water-damaged
- Books that have been highlighted or written in
- Law Books
- Text books
- Reader's Digest Condensed Books
- Bound Journals
- National Geographic Magazine
- Magazines or Catalogs
- VHS Tapes
- Encyclopedias

Monetary donations to the Library are also an excellent way to honor or remember a loved one; donations can be specified for library programs, furniture, or building improvements.

Approved by the Milltown Library Board of Trustees October 11, 2022