GUIDELINES FOR USED BOOKS/MEDIA DONATIONS TO THE HAMLIN PUBLIC LIBRARY AND THE FRIENDS OF THE HAMLIN PUBLIC LIBRARY

The Hamlin Public Library and the Friends of the Hamlin Public Library are pleased to accept donations for its collections and for resale in our book sales. Proceeds from the sale of donated materials support expansion of the Hamlin Public Library's collections and programs. **All items will be inspected prior to acceptance.** Due to limited storage space and minimal demand for certain materials, please follow the guidelines below:

We **happily** accept:

1. Hardcover and paperback books published in the last 5 years
2. Periodicals/Magazines less than 1 year old
3. CDs and DVDs in new condition
4. CD audiobooks in new condition
5. New/gently used games and puzzles

We are **unable** to accept:

1. Any books with mold, mildew, dirt or odor
2. Books with broken spines, missing covers or stains
3. Books with excessive writing/underlining
4. Encyclopedia Sets, dictionaries, textbooks or professional Journals
5. Reader's Digest Condensed books
6. Business and computer books, catalogs, and reference books published more than 5 years ago
7. Records/LPs, Cassette Tapes & VHS tapes
8. Homemade DVDs, CDs or other recordings
9. Theses, dissertations, or school yearbooks
10. Maps
11. Computer Software

We have limited storage room in our building and sometimes may be unable to accept donations. However, we will **always** accept fiction or nonfiction (published within the last 5 years), DVDs, puzzles, and children's materials even when our storage room is filled.

Donations may be brought to the Library, from 10am-6pm Monday-Wednesday, Tuesday and Thursday from 10am-8pm, Friday from 10am-4pm and Saturday from 10am-2pm.

Small donations of fewer than 4 medium sized boxes are always accepted. Larger donations will be accepted by appointment only. You may contact the Hamlin Public Library at 964-2320 to make an appointment.

Please pack your donations in sturdy boxes or durable bags. Boxes and bags should not be overloaded and/or too heavy to carry. If it's too heavy for you, it's probably too heavy for us as well.

The Library can provide you with a receipt for your donation upon request. We are legally unable to assess the value of book/media donations, but we do acknowledge the number of books and materials donated.

WE APPRECIATE YOUR DONATION TO SUPPORT
THE HAMLIN PUBLIC LIBRARY!

QUESTIONS? Call the Hamlin Public Library at 964-2320