

## DONATION POLICY

TDL welcomes your donated books, audio books, movies, and music CDs. Your donation shall be added to TDL's collection or sold at the Friends of the Library book sales to help enhance our programs and services. No condition may be imposed relating to such donations after its acceptance by TDL. Any donations accepted by TDL become the property of TDL.

We may accept:

- hardcover and paperback books in good condition.
- commercially published media (e.g., CDs, DVDs) in good condition.

We shall not accept:

- large quantities of materials not in boxes.
- materials that have not been properly inspected by the donor.
- damaged books with broken bindings, missing pages, soiled, musty, moldy, smoke or water damage, or writing in the text.
- outdated materials.
- condensed books (Reader's Digest).
- professional journals.
- encyclopedias.
- non-commercially produced media.
- cassette tapes.
- VHS.
- workbooks or study guides that are partially or wholly filled in.
- magazines.

## GIFT AND MEMORIAL DONATIONS

When materials are gifted or purchased in memory of an individual, effort shall be made to select materials that shall have a significant place in TDL's collection. When such items wear out or become obsolete, they shall be subject to the Weeding Policy.

## TAX DEDUCTIBLE DONATIONS

Book donations are tax deductible as charitable donations. Upon request, staff shall provide you with a dated receipt for income tax purposes. Staff cannot estimate the monetary value of the books, but the receipt may indicate the total number of books donated.