

KILLINGLY PUBLIC LIBRARY DONATION POLICY

We are very grateful for donations from the public, but due to staff time and space limitations, we have established the following guidelines:

- Appointments are now required, especially if you have a large number of items you wish to donate. Please call us at 860-779-5383 **prior** to bringing items to the Library.
- All donations become the property of the library, and professional staff retains the right to add them to the collection, sell them or dispose of them.
- Receipts are available if requested, but the library cannot assess a dollar value to any donation. We can only acknowledge what was given.
- We will only consider items that are in new or nearly-new condition.
- **WE WILL NOT ACCEPT ITEMS THAT ARE DUSTY, MOLDY, WORN, TORN OR IN OTHERWISE POOR CONDITION.**

MATERIALS WE CAN USE:

Fiction hardcover and paperback books – 5 years old or newer
Nonfiction hardcover or paperback books – 5 years old or newer
Music compact disks – Undamaged, with original case and jacket
Audio books on CD – Undamaged, with original case and jacket
Movies on DVD – Undamaged, with original case and jacket

MATERIALS WE CANNOT USE:

Condensed books (Reader's Digest)
Magazines and newspapers
Textbooks
Audio books on tape
Movies on videotape
Encyclopedia sets older than 3 years.