

DONATION GUIDELINES

The Deer Park Public Library is grateful for gifts and donations of gently used and new materials *in good condition*. All gifts and donations of materials become property of the library.

The Library does not accept the following items:

- Books and magazine with yellowed, torn and dirty pages, mold, grime, and bug damage
- Compact discs and DVDs that are scratched and missing components
- Cassette tapes and VHS tapes
- Books older than 10 years
- Magazines older than two years
- National Geographic Collections
- Textbooks
- Encyclopedias
- Records
- Computer Software

Donated items in poor condition, items the library does not accept, and items not sold in a reasonable amount of time will be recycled or discarded.

Deer Park Public Library will not appraise gift materials for tax purposes. The library will, upon request of the donor, provide an acknowledgment of receipt of the gifts indicating only the number of items donated and a statement of the type of the materials donated (i.e., hardback or paperback books, DVDs, magazines, talking books).

