



Materials Donation Policy

Maxwell Memorial Library welcomes your donations of new or gently used materials. Many of these items will be sold in the Library's Book Sales to support Library programs and services. Select items may be added to the collection if they comply with our Collection Development Policy.

The Library accepts the following types of materials:

- Books (fiction and nonfiction hardcover and paperback, large print, children's books)
- Music CDs, Books on CD, DVDs and Blu-ray discs
- Magazines (except any *National Geographic* collection older than one year)
- Consoles/video games
- Board games and jigsaw puzzles (must include all the pieces)
- Other items of local/historical interest (please call ahead)

The Library does not accept these types of materials:

- Books previously discarded from libraries
- Non-commercially produced media
- Advance Reader Copy Books
- Reader's Digest Condensed Books
- Textbooks
- Encyclopedias
- Professional journals
- Workbooks or study guides that are partially or wholly filled in
- Computer software and computer manuals
- VHS tapes
- Cassette tapes

All donated materials must be in excellent or good condition.

- We do not accept moldy, musty, mildewed, stained, or damaged items
- All materials must be complete and intact – no broken bindings, missing covers or pages

How to Donate

- If you have one bag or box of materials you may drop them off at the front desk anytime during Library hours.
- If you have two or more bags or boxes of materials, please call the Library in advance.

- All materials must be brought to the Library; we cannot pick up materials from another location. Donations must be brought to the front desk, and not left in the book drop or on library property.
- Please note: due to limited storage space, we may occasionally suspend the acceptance of book donations for a short period of time. We recommend calling in advance to verify our donation status.

Are donations tax-deductible?

- Maxwell Memorial Library is a 501c (3) non-profit organization, donations to which are tax deductible.
- The Library will not determine the value of the donation.
- The library staff will, on request, provide a form to record the number of books, DVDs and audio books for the donor's records.

Approved April 17, 2023 by the Maxwell Memorial Library Board of Trustees.