

## **Public Donation Policy**

(Created 10/09)

The Carson City Library accepts donations of books, magazines, movies, audio books, and music based on the following guidelines:

We accept:

- Materials in good condition
- Books, both fiction and non-fiction in hardback and paperback
- Magazines
- Gently used DVDs, VHS tapes, audio books, and music CDs

We cannot accept:

- Damaged, yellowed, or soiled materials
- Text books and encyclopedias
- Books on business, tax, law, real estate, computers, travel, and health published more than 3 years ago
- Materials that are not in their original packaging such as books without their covers and DVD's or VHS tapes without their original cases.

The Library reserves the right to decide what to do with donated materials. Selected items may be added to the library's collections. Other items may be given to the Friends of the Library to sell for the benefit of the Library. Some donations may be given to other organizations or discarded. A donation tax form will be provided upon request for all materials.

Donations are accepted at any time the Library is open. Small amounts of donations (1 - 2 bags) may be brought to the front desk. For larger quantities of donations, please drive to the back of the Library and ring the back doorbell. A staff member will assist in removing the donations from your vehicle. Please do not leave donated items when the Library is closed. For more information contact the Library Information at 887-2244.

Thank you for supporting the Carson City Library!