

HANSON PUBLIC LIBRARY

GUIDE TO DONATION OF MATERIALS

Materials Accepted

Donations may be brought to the library anytime during normal hours. Please see a staff member for instructions. A dolly is available to help bring in materials that are not easily carried.

YES	NO
Fiction books	Encyclopedias
Nonfiction books*	School textbooks
DVDs	VHS tapes
Music CDs	Cassette tapes
Unabridged audiobooks	Abridged audiobooks
Issues of popular magazines	Issues of National Geographic
Newest models of eReaders or tablets (unopened)	Opened or old models of eReaders or tablets
Local historical materials/yearbooks	Computer software/CD-ROMs
<i>*Nonfiction books should be current (published within the last two to three years) if they are on a topic that changes quickly (science, health/medicine, computers, etc).</i>	

If the item you wish to donate is not listed or if you have any questions, please ask a staff member or call the library at 781-293-2151.

Condition

Items must be in excellent, like-new condition.

- Books: No yellowed pages, stains, dust, rips/tears, pen/pencil marks, mold, or water damage
- DVDs, CDs, Audiobooks: Must be playable with no cracks and little to no scratches

Receipts

Donation acknowledgment letters for tax purposes are available upon request. Letters will contain your name, address, date of donation, and description of donation.

*****Due to IRS regulations, we are unable to provide an estimated value of the donation.*****

IMPORTANT NOTICE

All donations are given with the understanding that materials will be used in the best interests of the library and that staff will make this determination.

This may include adding to our collection, selling in our ongoing book sale, or discarding/recycling.