



## **Donations/Gifts of Materials Guidelines: Trent Hills Public Library**

The Trent Hills Public Library welcomes donations of books and materials but reserves the right to refuse certain items. Items to be refused are:

- Any item that is dirty, musty, mildewed, or otherwise in poor condition
- Books or audiovisual materials over 5 years old
- Encyclopedias of any kind or on any subject, regardless of the date of publication
- Textbooks of any kind or school workbooks
- Reader's Digest Condensed books, regardless of the date of publication
- Workbooks
- Items oriented toward business or academic use, rather than layperson
- Videocassettes
- Books on cassette
- Music CDs not in their original cases
- Magazines older than 1 year or dated materials, i.e. TV guide
- Any stationary items, craft projects, etc.

Donations will be used as best fits the needs of each branch library, in accordance with the collection development policy. Please do not leave items outside the library. Thank you