

# Donation Guidelines

## Clarence Public Library

### Book Donations

The Clarence Public Library welcomes your donated books and DVDs. Donations, in good condition, may be added to the Library's collection or sold by the Friends of the Clarence Public Library, Inc. Proceeds from library book sales help fund library programs and services.

### Book Donation Guidelines

#### We will accept:

- Books (hardcover or paperback) in good condition. No damaged items with missing pages, broken bindings, water damage, or books that are soiled or musty will be accepted. Newer titles (within the past 10 years) are preferred.
- DVDs and CDs (commercially published).
- Magazines (less than 3 years old) can be left at the Magazine Exchange in the front lobby.
- Large print books
- Puzzles (with all pieces)

#### We cannot accept:

- Text Books
- Encyclopedias
- Cassettes, VHS Tapes, records
- Books in poor condition (musty, yellowed, brittle pages, torn covers, writing on the pages, soiled). Musty books will immediately be discarded.
- Books that are clearly outdated (see criteria below for specific categories)
- Academic Journals
- Computer programs
- Non-commercially produced DVDs or CDs
- Workbooks or study guides
- Reader's Digest Condensed Books
- Toys and games

#### Specific Limits for certain materials

- Almanacs and price guides (current within the past two years)
- Medical, financial and technology books (less than 5 years old)
- Travel Guides (less than five years old)
- Test preparation guides (less than five years old)



**CLARENCE PUBLIC LIBRARY**

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[www.BuffaloLib.org](http://www.BuffaloLib.org)

## Frequently Asked Questions

### **When does the Clarence Library accept donations?**

- Donations will be accepted during the library's regular hours of operation and may be placed in the donation box located in the front lobby.
- Any large donations may be accepted provided that the materials meet the criteria listed above and have been packed in cardboard boxes or paper or plastic bags. Please do not leave plastic bins or other storage containers.

### **Can I obtain a receipt and claim a charitable donation?**

- You may ask for a receipt designating the amount of hardbacks and paperbacks that were donated. The library will not appraise or estimate the value of donations.

### **What happens to the items I donate?**

- Once books have been donated, they become the property of the Clarence Public Library. When appropriate, the Clarence Public Library may add gift items to its collection; however, gifts of books, magazines, DVDs, etc. will be accepted with the understanding that the Clarence Public Library reserves the right to add them to its collection, distribute them to other libraries, sell them in our book sale, give them away, or, when appropriate, discard them.

### **Contact us**

- If you have a question about a particular item or item(s) you wish to donate please contact the library at 716-741-2650. Specific questions will be referred to the Library Director or Librarian on Duty.

Thank you for your cooperation and, as always,  
thank you for your support of the  
Clarence Public Library.



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