

TOLEDO PUBLIC LIBRARY BOOK DONATION POLICY

Approved by the Toledo Public Library Advisory Board on September 30, 2014

The library is very happy to received donations of **NEW and RECENTLY PUBLISHED (WITHIN 3 YEARS)** materials. We will add material that complements our collection and offer material that is not pertinent in our book sale. The profit from the book sales go to replacing lost or damaged library materials and to supporting library programing. If you wish, you may complete our Donation Form and you will receive a thank you letter from the library.

WE DO NOT ACCEPT THE FOLLOWING:

- VHS tapes
- Magazines or catalogs
- Condensed books such as Reader's Digest condensed books, Newsweek condensed books
- Books that are dirty, stained, have been written in or on, moldy, damp, have missing pages or covers or loose pages, show wear and tear from frequent use
- Encyclopedias or any other reference sets
- Textbooks

We suggest you dispose of these types of items by either taking them to The Pick of The Litter in Newport or by removing their covers, cutting the glue strip from the binding edges of the pages, and taking them to a recycling center.