

KILLINGLY PUBLIC LIBRARY DONATION POLICY

We are very grateful for donations from the public, but due to staff time and space limitations, we have established the following guidelines:

- Appointments are required, especially if you have a large number of items you wish to donate. Please call us at 860-779-5383 **prior** to bringing items to the Library.
- All donations become the property of the library, and professional staff will determine whether to add them to the collection. Items not added will be passed on to the Friends of Killingly Library for sale or disposition.
- Receipts are available if requested, but the library cannot assess a dollar value to any donation.
- All items must be in new or nearly-new condition. **WE WILL NOT ACCEPT ITEMS THAT ARE DUSTY, MOLDY, WORN, TORN OR IN OTHERWISE POOR CONDITION.**

MATERIALS WE CAN USE:

Fiction hardcover and paperback books – 5 years old or newer
Nonfiction hardcover or paperback books – 5 years old or newer
Music compact disks – Undamaged, with original case and jacket
Audio books on CD – Undamaged, with original case and jacket
Movies on DVD – Undamaged, with original case and jacket

MATERIALS WE CANNOT USE:

Condensed books (Reader's Digest)
Magazines and newspapers
Textbooks
Audio books on tape
Movies on videotape
Home-taped movies
Encyclopedia sets older than 3 years.

**PLEASE DO NOT DROP OFF CLOTHING, HOUSEWARES, EQUIPMENT OR
OTHER NON-MEDIA ITEMS.**