

## DEKALB PUBLIC LIBRARY DONATIONS POLICY

The DeKalb Public Library accepts donations of recent books, recorded books, CDs, and DVDs. Donations should be clean and in good condition. We do not accept donations of old news magazines, textbooks, or encyclopedias.

All donations are accepted without condition, and immediately become the property of the library. They cannot be returned. Some donations will be added to the collection. The same criteria for inclusion in the library's collection apply to gifts as to purchased materials. The rest will be sold in our monthly book sale. Donations added to the collection may be subsequently withdrawn when they are worn or when their content is no longer current.

The library accepts donations between the hours of 9:00 a.m. and 4:30 p.m., Monday through Friday. Please do not bring more items than you can carry into the library.

If you need a receipt for tax purposes, the library will provide one. We cannot, however, assign a dollar value to your donations.