



BOOK & MEDIA DONATION POLICY

The Friends of the Clark Public Library takes donations year-round for the library's book sale spinner and book sales.

Condition

The library accepts gently used books. Rule of thumb: Is the intended donation presentable enough to be on the shelves of a good used book store?

If the answer is, "yes", then you may donate it.

Donations should have intact binding and be free of the following:

stains, water damage, mold, yellowing pages, mildew, dust, musty smell, missing front covers, ripped or missing pages, pages falling out, taped or glued pages, writing of any kind or kept together with rubber bands or tape.

We do NOT accept the following materials:

- Computer books (Unless Published in the Past 2 Years)
- Romance series (i.e. Harlequin)
- Textbooks
- Health books (Unless Published in the Past 2 Years)
- Magazines
- *Reader's Digest* condensed books
- Encyclopedias
- Audio Cassettes
- VHS tapes
- National Geographic Books and Maps

Media

We DO accept: CDs and DVDs. They must be in good condition.

Where and When to Drop Off

A maximum of two bags or two small boxes may be dropped off at the Circulation Desk during our regular hours of operation. We will not accept more than that.

Approved by the Board of Trustees: February 2022