

## **Book Donation Policy**

Thank you for your interest in donating books to the Friends of the Pittsylvania County Public Library. Donated materials, like other non-cash or cash donations, are tax deductible as charitable donations. Upon request, staff will provide you with a dated receipt for income tax purposes, or you may download a donation form to fill out in advance, *here*. Staff cannot estimate the monetary value of the books, but the receipt will indicate the total number of books donated.

Your donated books may be added to the library collection, sold by the Friends of the Library to support library programs and services, or given away, as determined by the Library Director. The success of the Friends of the Library book sales is due to the generosity of community members in donating materials, volunteering time and effort in book sorting, organizing the sales, and purchasing the used books. All proceeds from the sales support the library.

If you have special materials such as a local history or genealogy materials or local historical artifacts, please contact the Library Director, or refer to our Acquisitions Policy for the History Research Center and Library.

Bring your donations inside the library during open hours in boxes that can be left at the library.

Do not leave donations outside the library, in the book drops, or in trash bags or containers that must be emptied and returned. These donations cannot be accepted. Books left outside will be thrown away.

Please call the library in advance if you wish to bring in a large number of boxes of donated books. The library reserves the right to decline large donations if space is not available.

### **We welcome:**

- Hardcover and paperback books in very good condition
- Commercially published media (DVDs, CDs)
- Recent editions of magazines

### **We cannot accept:**

- Boxes that have been moved directly from long term storage to the Library, or boxes of books that have not been properly inspected by the donor
- Large numbers of loose books not in boxes or containers
- Books left outside the library or deposited in the library book drops
- Damaged books (broken bindings, missing pages, soiled, musty, moldy, smoke- or water-damaged, or with excessive writing in the text)
- Magazines (bound or unbound) older than current, academic journals, sales catalogs
- Condensed books (Reader's Digest)

## Book Donation Policy

- Professional journals
- Encyclopedias
- Videocassettes
- Books on Cassette
- Music CDs not in their original cases
- Non-commercially produced media
- Workbooks or study guides that are partially or wholly filled in
- Computer programs or guides
- Textbooks

### **Alternate Book Donation and Recycling Options:**

#### Goodwill Industries

13701 US Highway 29 #F, Chatham VA

(434) 432-8807

4044 Franklin Turnpike, Danville VA

(434) 835-1340

105 Clarion Road, Altavista VA

(434) 369-1336

#### Salvation Army

123 Henry Street, Danville VA

(434) 792-3963

#### Operation Paperback

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

#### Vietnam Veterans of America

[VVA.org/donate](http://VVA.org/donate)

1-800-775-VETS (8387)

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