

Materials Donation Policy

Hubbard Memorial Library welcomes gifts of books and other materials with the understanding that such gifts must meet the same evaluative standards required of purchased materials.

All material must be in like-new or at most gently-used condition. Items in poor condition are not accepted, as follows:

- + Materials with torn pages, excessively worn covers.
- + Materials with yellowed, brittle pages or damaged bindings.
- + Dirty, dusty items.
- + Stained, water damaged, mildewed items.
- + Materials with notes or highlighting.
- + Scratched or worn media.

The library cannot accept: encyclopedias, Reader's Digest Condensed books, text books, magazines, VHS tapes, audio cassettes, record albums (LPs), 8-tracks, or software.

The library cannot accept computer, medical, science or technical, travel or financial books that are older than 2 years.

Once donated, books and other items become the property of Hubbard Memorial Library, and may be given to other libraries or non-profit agencies, sold, or discarded if they are not added to the collection.

While donations are tax-deductible, library staff cannot determine the value of a donation for IRS purposes. The library provides a form acknowledging the donation.

I agree to the above listed uses of the material that I have donated to the Hubbard Memorial Library.

Donor's Signature

Please complete the following information for your records.

Name _____

Address _____

City _____ State _____ Zip _____

# Of Items	Type of Material	# Of Items	Type of Material
_____	Hard Covers	_____	DVDs
_____	Paperbacks	_____	CDs
_____	Books on Tape or Compact Disc	_____	Other

Donation received by _____ Date _____

Adopted by the Board of Trustees, June 9, 2015