

COLUMBIA HEIGHTS PUBLIC LIBRARY

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**GUIDELINES FOR ACCEPTING DONATIONS
OF USED ~~BOOKS AND MAGAZINES~~ COLLECTION MATERIALS**

PURPOSE: Due to limited storage space and concern for the internal environment ~~containing the permanent materials collection~~ at the Columbia Heights Public Library, the following guidelines have been developed for accepting donations of materials used books and magazines either for inclusion in the collection ~~or for disposal as seen fit.~~

GUIDELINES: The Columbia Heights Public Library will accept donations of ~~used books, DVDs, CDs or books on CD in excellent condition, and magazines in the following categories:~~

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- ~~• Paperbacks~~
- ~~• Adult~~
- ~~• Children~~
- ~~• Hardcover books~~
- ~~• Adult: fiction, non-fiction~~
- ~~• Children's: fiction, non-fiction~~
- ~~• Magazines published within the last 3 years.~~
 - ~~• All donations must be in good physical condition. All must be free of odor, mildew, and mold.~~

The Library does not accept the following items:

- Reader's Digest condensed books
- High school and college text books
- Encyclopedias and other reference books
- Materials that are mildewed, moldy, or have an odor
- Material that has been written in or highlighted.
- ~~Weekly magazines (e.g. Time, Newsweek, and U.S. News & World Reports)~~
- ~~Reader's Digest~~
- Materials withdrawn from other libraries

Donors may complete a form ~~provided in the Library's donations brochures so that a letter~~ detailing the nature of the donation ~~can be mailed to them which can be used~~ as a receipt for tax purposes. All donations ~~of used books and magazines~~ become the property of the Library, and the Library is free to use and/or dispose ~~of them. of them as seen fit.~~

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~~Approved:~~ _____

~~Columbia Heights Public Library Board of Trustees~~ _____
~~Barbara Miller, Chair~~

Adopted August 1, 1989.
Revised 1/9/96; 9/7/99; 6/3/03; 2/6/07, 11/4/2020