

Tuttle Library Policy Manual

Tuttle Library Donations Policy

The FOTPL will notify the community about types of library materials needed and reserves the right to place donated items in the Library's collection or use them in book sales. All proceeds from sales will be used to support the Tuttle Library.

All material should be in like-new or gently-used condition; no torn, yellowed, water-damaged, or marked pages; no broken bindings or stained covers. Non-fiction, informational books should be no more than 3-5 years old to avoid providing outdated or inaccurate information to customers.

Media

- Fiction published in the last 10 years – especially best sellers
- Non-fiction published in the last 3-5 years
- DVDs
- Audiobooks (complete, no missing discs)

Miscellaneous items and supplies

- Puzzles and board games
- Clean and gently used children's activity sets – e.g. dress-up kits, educational kits
- Office supplies – address labels, paper, banker's boxes, tape, etc.
- Other supplies – paper towels, toilet paper, soap, K-cups and tea bags (sealed boxes only), bottled water

Items we accept on a conditional basis (subject to approval of librarian or FOTPL board member)

- Computers, printers, tech equipment of any kind, software, etc.
- Furniture and appliances
- Any unusual non-library item such as artwork or plants

We do not accept the following items as donations:

- Encyclopedias and dictionaries
- Magazines
- Textbooks
- Obsolete media formats (audio cassettes, videotapes, vinyl records, floppy disks, etc.)
- Anything that is wet or has been contaminated with mold, insects, food, excessive dirt/pet dander
- Family histories, historical photographs, memorabilia, historical artifacts

Monetary donations are gladly accepted and much appreciated. Donations are added to the general fund unless they are designated for a specific purpose, such as supporting

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programming or purchasing new books. Please make any monetary donations payable to the Friends of the Tuttle Library, a tax-deductible 501(c)(3) organization.

If the donor requests a donation receipt, the Tuttle Library will issue one showing a description of the donation. Library staff and volunteers are not authorized to appraise donated items or assign an estimated value of the donation.