

## Holyoke Public Library

250 Chestnut Street | Holyoke, MA 01040 | 413-420-8101 | [holyokelibrary.org](http://holyokelibrary.org)

# Holyoke Public Library Book Donation Policy

## Purpose

Part of the mission of the Holyoke Library is to continually update and improve the materials we circulate, and distribute low cost and free materials to the public whenever possible. Accepting donations allows the library to partially achieve this goal at no cost.

## Guidelines

- Donations approximately the size of two full grocery bags may be brought directly to the Circulation Desk. For donations larger than this, contact Meg at [mhaley@holyokelibrary.org](mailto:mhaley@holyokelibrary.org).
- Items may **NOT** be left outside the library.
- Please do **NOT** place donations in the return bins.
- All donations become the property of the Holyoke Public Library and may be disposed of at the discretion of the Library Director.
- All items to be added to our circulating collection must have been published/released within the past 2 years and be in excellent condition.
- All other donations will be added to our sale/free shelves.

### Types of items that will be accepted as donations:

- Hardcover or Paperback fiction and non-fiction on timely or popular topics
- Children's books
- CDs and DVDs
- Unabridged Audio-books (CD format only)
- Puzzles with all pieces and in good condition

### Items **NOT** accepted:

- Magazines
- Condensed materials
- Abridged Audio-books
- Encyclopedias
- Textbooks
- VHS tapes
- Audio cassettes or Records (LPs)

### **If your materials do not meet our needs we suggest you try contacting:**

- Goodwill, Salvation Army, Savers or a local used bookstore
- Better World Books (find donation bins on their website: [betterworldbooks.com](http://betterworldbooks.com))
- Discover Books (find donation bins on their website: [discoverbooks.com](http://discoverbooks.com))
- Your local recycling center or you can search ***earth911.com*** for more recycling options

*An acknowledgement will be mailed to the donor if a name and address are provided at the time of donation.*