

## **Materials Donation Guidelines**

The Londonderry Leach Library welcomes donations of gently used materials. Gifts to the library are considered outright and unrestricted donations to be used in the best interest of the Londonderry Leach Library. If the material is deemed appropriate for the collection, it will be added; if not, it will be sold in the library's book sale room. Questions regarding donations of used materials may be directed to Sally Nelson at 432-1127 or by email at [snelson@londonderrynh.org](mailto:snelson@londonderrynh.org). We do not provide pickup, and materials should not be left outside the library or in the book return. The Londonderry Leach Library employees do not provide evaluations of gifts for tax deductions or other purposes, but will provide the donor with a statement of the number of volumes and the types of materials accepted.

When offering items to the library please use the following guidelines to sort your books:

We are interested in hardcover books of these types: fiction, such as recent best sellers, mysteries, and science fiction; and nonfiction, such as biographies, history, current science, crafts, home repair/decorating, cooking, health and exercise, art/music and indoor and outdoor gardening. We are also interested in children's books. We also accept paperbacks, DVDs, music CDs, CD books, games and puzzles.

All materials should be clean and in good, usable condition. Hard cover novels should have a paper slip cover, paperbacks should have both covers and games and puzzles should be complete and in working order.

We are unable to use and do not accept the following: encyclopedias more than 5 years old; hardcover fiction more than 10 years old unless the authors are still popular; textbooks of any kind; discards from another library; Reader's Digest condensed books; magazines. The library also does not accept any books that are written in or highlighted, have missing or torn pages or covers, damaged in any other way, or that have been stored in a damp, musty environment.

Thank you for offering good used materials to the library. Your generosity will help the library to grow.