

GUIDELINES FOR BOOK DONATIONS FOR OUR BOOK SALES

- *All donations must be in good shape – no mold or mildew or odors.
- *Donations should be in sturdy containers (bags or boxes).
- *Donations may be brought into the Library during open hours. Please do not leave donations outside or in the hall free box.
- *A receipt for tax purposes will be provided if donor can supply the number of items of each type (e.g. X paperbacks, Y Hardbacks, Z children's books.) The donor, in consultation with their tax advisor, determines any value of donated materials.
- *The Friends reserve the right to limit or refuse donations temporarily when storage space is full and/or immediately prior to sale dates when time is needed to prepare. However, the Friends are always willing to discuss alternate arrangements if timing of a donation is an issue.
- *The Friends are happy to accept all books, Audiobooks and movies in good condition, except as listed below.
- *The following items are not accepted:
 - Condensed books
 - Old software
 - LP records
 - Textbooks
 - Encyclopedia sets
 - Magazines (we will accept Architectural Digest, Antiques, Cooking Light, Horticulture, Old House Journal, Living
- *We are unable to accept books in the following condition:
 - Loose or detached covers
 - Missing pages
 - Stained, mildewed or musty
 - Marked with underlining or marginalia
 - Yellow or brittle paper

All donations become the property of the Swarthmore Public Library and the Friends of the Library, to be used or disposed of as appropriate. Donated items cannot be accepted with any conditions.