

Plainville Public Library Books and Media Donation Policy

Throughout its long history, the Library has been enriched by the generosity of members of the community. This tradition of support has contributed significantly to its growth and excellence. This policy offers guidance on donating books and other media to the Library.

Donations of books and/or other media are accepted with the proviso that Library Staff is free to decide whether to keep the item for the Library's collection; pass it along to the Friends of the Plainville Public Library, who may or may not put it in a book sale fundraiser; or discard it. Once an item is donated, the Library accepts no responsibility for the item's condition, whereabouts, or return to the donor.

The Library accepts donations of books and other media in good condition **except the following:**

- Textbooks
- Reference books
- Encyclopedias
- Computer books
- VHS tapes
- Cassette tapes
- Any item with mold or a musty odor. Items containing mold or odor can spread to adjacent items and potentially destroy a collection.

Approved by the Plainville Public Library Board of Trustees on February 14, 2023