

Fern Ridge Library Materials Donation Guidelines 2012

Your donations are welcome.

Please follow these guidelines for the preservation of our collection and to reduce staff time in processing them. Items that do not fall within these guidelines may be accepted or turned away at staff discretion.

All items must be in GOOD condition *without mold*, as mold is highly contagious to other items.

The library reserves the right to use or dispose of all donated items as needed. **We are unable to guarantee that your book will become a part of our circulating collection.**

A receipt will be given to the donor upon request.

Books:

- Published within 5 years of today's date.

Computer related items:

- NO CD-ROMs / Disks before Windows XP
- All computer related items *must have documentation* included.
- Computer equipment: Nothing before Windows XP

Music CDs:

- CD's Must include jewel case and liner notes

DVDs and Audiobooks

- DVD's only.
- Unabridged audiobooks only

Magazines:

- **We are no longer accepting magazines**

OTHER - Such as memorial donations:

- *Must be approved first by the Library Board or Grounds Committee.* Staff or Volunteers cannot give approval of acceptance for these.