

## **Fern Ridge Library Materials Donation Guidelines 2009**

**Your donations are welcome.**

Please follow these guidelines for the preservation of our collection and to reduce staff time in processing them.

**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.

A receipt will be given to the donor upon request, listing type and number of items donated.

### **Books:**

- 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

### **Videos / Music CDs:**

- With dust jackets
- *Videos: Accepting Classic and newer popular movies only.*

### **DVDs and Books-on-Tape/CD**

- Currently accepting all.
- NO *abridged* Books-on-Tape please.

### **Magazines:**

- **Within the last 3 Months or less**
- Must *have covers*

### **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.