

DONATION GUIDELINES

DONATING BOOKS, CDs, AND DVDs

Donations are NOT accepted April 1 – July 1 to give us time to sort for the annual book sale

*Exceptions: We will always accept books published in the current year.

Items must be donated during library hours and not put in either book drop, or left outside

All donated items must be in good condition

*If they have been stored in basements or garages they are most likely unacceptable.

Large donations (more than 5 boxes)

If you have a large quantity of books to donate, please call the library first. Donated items are evaluated with care and there is limited storage place for them while they are being processed.

EMMAUS PUBLIC LIBRARY

11 east main street
emmaus, pa 18049
610.965.9284
www.emmauspl.org



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DONATION POLICY

The Emmaus Public Library welcomes donations of books, DVDs, and music/audiobook CDs that meet the needs of the library, either to add to the existing collection, or to be sold at the Friends of the Library book sales.

Unfortunately, we cannot accept all material. Sometimes we need to turn away items which might still have value to someone, but not to us. We appreciate your understanding.

NOT ACCEPTED

- **Encyclopedias**
- **Readers Digest Condensed** books
- **VHS** and **cassette** tapes
- **Textbooks**
- **Magazines** (including National Geographic)

Please do not bring us books that are musty, have notes written in them, are water-damaged, dirty, moldy, highlighted, with loose or missing pages, or with detached or missing covers.



TAX-EXEMPTION RECEIPTS

- The Library is a 501C3.
- Receipts for tax purposes will be given. However, donors must count the items in these four categories: hardback books, paperbacks, DVDs, and CDs (music or audiobooks). The library will not state the value of any donated materials.
- All donated items become the property of the Emmaus Public Library.

DISPOSING OF ITEMS THE LIBRARY CANNOT ACCEPT

Allentown Recycling Center is open to all Lehigh Valley residents
http://www.allentownrecycles.org/drop_off/#books

Charitable organizations such as American Family Services or Goodwill Industries may accept donated materials, depending on their policies.