

MATERIALS DONATIONS

THE EPL WELCOMES
DONATIONS OF
BOOKS, DVDS, MUSIC
CDS, AND BOOKS ON
CD IN **LIKE NEW**

CONDITION THAT MEET
THE NEEDS OF THE
LIBRARY TO EITHER ADD
TO THE EXISTING
COLLECTION OR TO BE
SOLD AT THE FRIENDS
OF THE EPL BOOK
SALES.

UNFORTUNATELY, WE
CANNOT ACCEPT ALL
MATERIALS. SOMETIMES
WE NEED TO TURN
AWAY ITEMS WHICH
MAY STILL HAVE VALUE
TO SOMEONE, BUT NOT
TO US.

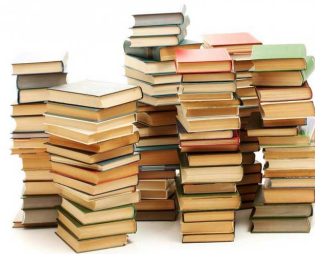
WE APPRECIATE YOUR
UNDERSTANDING.



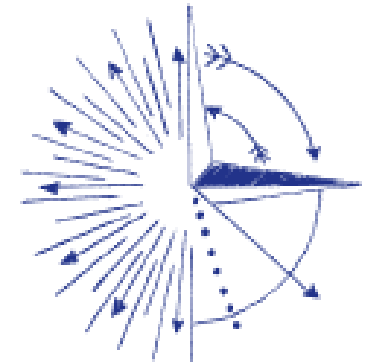
Emmaus Public Library

11 East Main Street
Emmaus PA 18049
610-965-9284
www.emmauspl.org

To enrich our community
and inspire lifelong
learning by uniting
people, ideas, and
information.



Emmaus Public Library Donations Guidelines



EMMAUS
P U B L I C
L I B R A R Y
COME HERE, GO ANYWHERE



MATERIALS WE CAN ACCEPT:

Fiction hardcover and paperback books, Non-fiction hardcover or paperback books, Music CDs, Audio books on CD, and DVDs in Like New Condition.

MATERIALS WE CAN NOT ACCEPT:

Condensed Books (like Reader's Digest), Textbooks, Research Texts, Audio Cassettes, Videotapes, Magazines or Periodicals, Newspaper and Encyclopedia sets.

The following are guidelines for gifts and donations:

1. The Emmaus Public Library will gladly accept your donation of print and non-print items, 4 boxes at a time, if space allows.
2. Items must be donated during library hours. Items left unattended or in the book drop will be discarded.
3. Materials are evaluated based upon the Library's collection development standards. Selection decisions for donated material are at the discretion of Library staff only.
4. Once donated items are received by the Library, they become the property of the Library and cannot be returned; regardless of collection decisions.
5. The library is a 501C3 tax exempt organization. Receipts will be given for items donated and will be designated into 4 categories (Hardcover, Paperback, DVD or CD); however, the Library is prohibited from placing a monetary value on any donated material.
6. All donated items must be in good condition. Items stored in basements or attics are most likely unsuitable. Do not bring us damaged, dirty, moldy, worn, torn or in otherwise poor condition books; books marked with notes or highlights, books with detached covers or missing pages are also not accepted.

The Allentown Recycling Center is open to all Lehigh Valley residents for disposal of items the library cannot accept (for more information please visit

<http://www.allentownpa.gov/Public-Works/Recycling-Solid-Waste/Recycling-Drop-off-Center>

GIFT & DONATIONS POLICY

The Library will accept donations of materials and funds to be used toward the purchase of materials. All selection criteria will be applied to the items prior to its addition to the collection. The Library reserves the right to refuse donations if they do not meet the Library's selection guidelines or objectives as seen in the Materials Donation Policy. The Library also reserves the right to dispose of any un-needed donations in a befitting manner.

Gift Books to be designated as memorial or honorary will be purchased by the library to meet the requirements of the donor and the needs of the library at the discretion of the Director.

