

Donation Guidelines – Clarence Public Library updated 09-2020

As a result of the COVID-19 pandemic and for the health and safety of patrons and staff, all donations are quarantined for a minimum of four days before being handled.

- We are accepting newer material donations in small amounts of no more than **20 items** at a time. Please place individual items in the red donation box. It is permissible to leave a small bag or box of materials next to or in front of the red donation box.
- All materials must be in good physical condition – no water damage, no bugs, no mildew or smoke odor, broken bindings or stained pages.
- No books stored in adverse conditions such as damp basements, garages or barns; no boxes that have been moved directly from long-term storage to the library

What we can accept:

- **Fiction and nonfiction* hardcover books and paperbacks – less than 10 years old in good condition**
- **DVDs and CDs (commercially published)**
- **Large print books in good condition**
- **Jigsaw Puzzles (with all pieces)**
- **Vintage or collectible books may be accepted with prior permission of the Director**

What we cannot accept:

- **Clearly outdated books* (Example - a book on home decorating from the 1990s)**
- **College Textbooks**
- **VHS Tapes or Audio Cassettes**
- **Encyclopedias**
- **Reader's Digest Condensed Books**

*Specific Limits for certain Nonfiction Materials:

- Almanacs and price guides (current within the past two years)
- Medical, financial and technology/computer books (less than 3 years old)
- Test preparation guides (less than 3 years old)
- Travel Guides (less than 5 years old)
- History/Biography (less than 10 years old)
- Self-help (less than 10 years old)

The Clarence Library reserves the right to refuse donations that do not fit the above guidelines or to discard any materials that are found to be out of compliance with these guidelines.

Questions regarding specific donations or larger donations should be referred to the Library Director. Call 716-741-2650 or email cla@buffalolib.org.

CLARENCE PUBLIC LIBRARY

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