

# **Donation Guidelines**

## **Hamburg Public Library**

## **Lake Shore Branch Library**

The Hamburg Public Library welcomes your donation of books and media that are in good condition. We add donated items to the Library's collection or sell the items in the ongoing book sale. Proceeds from library book sales help fund library programs and services.

### **Book Donation Guidelines**

#### **We will accept:**

- Books (hardcover or paperback) in good condition. Newer titles (within the past 10 years) are preferred.
- DVDs and CDs
- Puzzles (with all pieces)

#### **We cannot accept:**

- Textbooks
- Encyclopedias
- Cassettes, VHS Tapes, records
- Books in poor condition (musty, yellowed, brittle pages, torn covers, broken bindings, writing on the pages, missing pages, water damaged, soiled)
- Books that are clearly outdated
- Academic Journals
- Computer programs
- Workbooks or study guides
- Reader's Digest Condensed Books
- Toys and games
- Magazines

### **Frequently Asked Questions**

#### **When does the Hamburg Library accept donations?**

- Donations will be accepted during the library's regular hours of operation and must be brought upstairs to the public service desk.

### **Can I obtain a receipt and claim a charitable donation?**

- You may ask for a receipt designating the amount of hardbacks and paperbacks that were donated. The library will not appraise or estimate the value of donations.

### **What happens to the items I donate?**

- Once books have been donated, they become the property of the Hamburg Public Library. When appropriate, the Hamburg Public Library may add gift items to its collection; however, gifts of books, DVDs, etc. will be accepted with the understanding that the Hamburg Public Library reserves the right to add them to its collection, distribute them to other libraries, sell them in our book sale, give them away, or, when appropriate, discard them.

### **Contact us**

- If you have a question about a particular item or item(s) you wish to donate please contact the Hamburg Library at 716-649-4415 or the Lake Shore Library at 716-627-3017. Specific questions will be referred to the Library Director or Librarian on Duty.