

BPL DONATION GUIDELINES

YES! The BPL appreciates new and used materials that are **CLEAN and in GOOD CONDITION.**

YES, the following items may be added to our collection*:

- Hardcover & paperback novels (best sellers or classics)
- Non-fiction: up-to-date or classics
- Children's books & DVDs
- Audiobooks on CDs
- DVDs
- Rare and/or unusual books in good condition

NO, the library cannot use the following:

- VHS movies, audio books on tape, vinyl record albums
- Textbooks
- Computer manuals older than 2 years
- *Reader's Digest* condensed books
- Books that have been written in or marked with highlighter
- Old magazines (new magazines may be placed with our "Free" magazines")
- Anything damaged, discolored, or with a "basement" odor
- Encyclopedias older than 2 years or dated reference books
- Out-of-date travel books

All donations should be brought inside the library to avoid damage
(please DO NOT leave outside or place in book drop).

Library staff members sort through all your donations to determine the condition of the materials. *Materials not added to the library's collection may be sold in our *BPL Corner* or Book Sales sponsored by the Friends of Berwick Public Library to support library activities.

Thank you for your generosity!