



Milton Public Library appreciates the many people who wish to support the library by donating books, movies, and other materials. From Milton Public Library's "Materials Selection-Collection Development" policy, the library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed for reasons including duplication or dated information, the Library Director can dispose of them as he/she sees fit, including adding materials to the library's book sale to raise funds to support the library.

The library's book sale is currently managed by the Friends of Milton Public Library. The Friends have provided the following guidelines for donating materials:

WE GLADLY ACCEPT:

- New and gently used hardcover and paperback books for children, teens, and adults
- Contemporary and classic fiction
- Popular nonfiction, particularly cookbooks, biographies/autobiographies, history, and craft books
- DVDs and Blu-Rays
- Audio books on CD
- Music CDs
- Video games for gaming consoles
- Puzzles (in original boxes and with all the pieces)

WE CANNOT ACCEPT:

- Books in poor condition that are stained, yellowed, moldy, and/or have broken bindings, torn pages, and/or excessive writing.
- Encyclopedias
- Dictionaries or Thesauruses
- Textbooks
- Workbooks or study guides that are partially or wholly filled in
- Condensed books, such as Readers' Digest
- Outdated reference books, particularly computers and electronic device manuals, travel books, and medical books older than **5 years**
- Magazines older than 6 months
- Boxes of materials that have been moved directly from long-term storage to the library
- Desktop computer games
- Abridged audio books
- Audio cassettes and VHS tapes

Donations must be delivered to the Library during open hours and may not be left outside the door or placed in our book drops. If you have more than three boxes of books, please call ahead to make sure we can accommodate the donation. Due to space constraints, we may need to decline donations from time to time.

The Library will, upon request of the donor, provide a receipt for donated items, but cannot assign a value to donated materials. Once accepted, donations are property of the Library and cannot be returned to the donor.

The library reserves the right to refuse donations that do not meet the above criteria.