

Donation Policy

All donated books must be in good condition, i.e., no torn pages, pencil marks, underlines, yellowing, or musty odor.

- Fiction books must be in good condition, popular authors, classic titles, genre favorites, e.g., mysteries and science fiction.
- Non-Fiction books must be timely and relevant and preferably concerning such subjects as history, cookbooks, craft books, how-to books, gardening books, financial advice (current), and, in general, domestic arts.
- Children's books can be accepted as long as they are in good condition.
- Textbooks, encyclopedia sets and magazines cannot be accepted.
- Paperbacks only accepted if timely and in good condition.

Patrons may donate items to the Library according to the guidelines listed below. If a patron asks for a receipt, staff will fill out a receipt from the receipt book which will be stamped with the Peabody Library stamp and will include the number and type of donated items, but will not include a dollar value.

- All donations will be either accessioned, put on the Donations Book Shelves/Table or given to the Friends of the Library at the discretion of the Assistant Library Director with the exception of donated children items which decision will be at the discretion of the Children's Librarian.
- Donated books selected for the Donations Shelves/Table will be primarily popular fiction, how-to's and paperbacks. Library Staff is responsible for keeping the Donation Shelves/Table in order. Custodians will bring up boxes of used books kept in the basement, as needed.
- Occasionally, donated items are put online for the Library Collection. If Library Staff notes potential donated items that may be appropriate for the Library's collection, they are to direct those donated items to the Head of Adult Services, who will make the final decision on whether to accession those items.

As approved by the Board of Library Trustees the 3rd day of November, 2003.