## **Donation Procedures for Books, Magazines, and Media**

Thank you for considering Milford Public Library as a place to donate your gently used books or discs. Please help us with our mission by following these guidelines.

ole to accept:

Books in excellent condition Books that are damaged, stained, torn, or

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Books published within 10 years Textbooks, workbooks, or encyclopedia

sets

Books with a wide appeal and bestsellers Magazines or museum pamphlets

DVDs and Audiobooks (on CD) VHS tapes, audiocassettes, personal mix

CDs

Items that fit our *Material Selection Policy* Puzzles, board games, or toys

Items that are not added to the collection are donated to the Friends of the Library or discarded. Up to two (2) boxes may be brought to the Children's Desk for donation; staff are not available to assist by bringing donations into the building. Please do not use our book return for donations. All items donated to the library are considered library property and cannot be returned.

For donations of three (3) to five (5) boxes, call 203-783-3307 to schedule a drop-off. Due to space and storage limitations, we are unable to accept large donations of more than (5) boxes at a time.

Paperback books and magazines can be recycled in Milford's single stream program for residents.

Thank you for your support!