Donation Procedures for Books, Magazines, and Media

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

We are likely to use:
- Books in excellent condition
- Books published within 10 years
- Books with a wide appeal and bestsellers
- DVDs and Audiobooks (on CD)
- Items that fit our Material Selection Policy

The library is unable to accept:
- Books damaged, stained, torn, or mildewed
- Textbooks, workbooks, or encyclopedia sets
- Magazines or museum pamphlets
- VHS tapes, audio cassettes, personal mix CDs
- Puzzles, board games, or toys

All donations must be brought into the Library.

For donations of three (3) to five (5) boxes, call 203-783-3307 to schedule a drop-off.

We are unable to accept large donations of more than 5 boxes at a time.

Milford Public Library Gift Policy
The Milford Public Library gratefully accepts gifts, donations, endowments, and bequests that are appropriate to its mission. Contributions may be tax-deductible.

Material Donations
Donations of new and gently used books, equipment, and audiovisual materials such as DVDs, audiobooks, or CDs will be reviewed for possible inclusion in the Library’s collection.

Monetary Donations
A monetary donation may be made in honor or memory of a loved one, special occasion, or as a general contribution to the Library.

Other Gifts
The Library may be named as a beneficiary of a bequest in a will, beneficiary of a trust, insurance policy, or other personal monetary asset. The Library may also accept contributions from companies and foundations through employer matching programs as well as endowment gifts. Gifts of personal property may be accepted at the discretion of the Director.

Other
No gift/donation will be accepted with restrictions, without prior approval of the Library Director. Donations may be recognized by personalized bookplates, inclusion on the Library’s Digital Donor Recognition Display, and/or written acknowledgments.

Scan the QR code to view the complete Donation Procedures for Books, Magazines, and Media.
Gift Donation Form

Donor Information (please print or type)
Name: ____________________________
Street: ____________________________
City, State, Zip code: ____________________________
Phone or Email: ____________________________
Would you like to receive an acknowledgement of your donation? YES / NO

Reason for Donation (choose one)
> In Memory of / In Honor of:
Honoree’s name: ____________________________

> Special occasion: birthday / anniversary / retirement / other
Honoree’s name: ____________________________

> General Donation:
If you would like an acknowledgment sent to the honoree listed above, please provide address below:
Street: ____________________________
City, State, Zip code: ____________________________

If you would like library staff to use the donation to select a book for the collection, please answer the following:
Collection Preference: ADULT / YOUNG ADULT / CHILDREN’s
Any topic(s) of particular interest? ____________________________
Would you like a bookplate with honoree’s name inserted in book(s)? YES / NO
Would you like to be notified when the book is available for checkout? YES / NO

Please make checks payable to:
Milford Public Library, 57 New Haven Avenue, Milford, CT 06460

For donations other than monetary ones, please see “Gift Donation Procedures for Books, Magazines, and Media.” Thank you for your support of the Milford Public Library!