**Materials Donation Policy**

The New Hampton Public Library welcomes your donation of used books and other materials. Any books or materials presented to the New Hampton Public Library will be evaluated and accepted using the same criteria as outlined in the library materials selection policy. Books and other materials will be accepted on the condition that the library director and board have the authority to make whatever disposition seems advisable. (See attached gift waiver.) Books not accepted for the collection may be shared with another library, put on our sale rack, or sent to recycling.

We welcome the following:

* Fiction Hardcover - current or former bestsellers (past 4 years)
* Nonfiction Hardcover - on topics appealing to the general reader (past 5 years)
* Paperbacks - bestseller fiction and nonfiction in mint condition.
* Classics - paperback or hardcover in good condition.
* Children's Books - hardcover or paperback in good condition.
* DVDs - purchased (not copied) videos with covers.
* Audio Books - abridged or unabridged.

We do not need:

* Magazines more than two years old.
* Romance novels more than three years old
* Textbooks
* Reader's Digest Condensed Books
* Dated computer books
* Water damaged or mildewed books
* Books with missing covers or dust jackets
* Promotional videos or pamphlets
* Old encyclopedia sets

Please call the library before dropping off books. Due to space restrictions and so that we may go through the boxes in a timely manner, we ask you to limit your donations to two boxes per week. Please do not leave books outside of the library as they will be subject to the weather.

If you would like a receipt for tax purposes, we will write one after we look through the boxes. The receipt will acknowledge the number, type, and condition of the items, i.e., “3 adult novels in very good condition”. It is up to the donor to affix the fair market value to the items and report it to the IRS or other agency. For the market value of very expensive items, you should seek the advice of a professional appraiser.

Upon cursory glance through the boxes, you may be asked to take the boxes back immediately if most of the items seem unusable.