

Donated Materials Policy

Itasca Community Library (ICL) welcomes donations of books, materials, and accepts monetary contributions. Donations accepted by the library become the absolute and unconditional property of the library and cannot be returned to the donor for any reason. ICL reserves the right to use or dispose of all gifts received as it sees fit. Where appropriate, items may be added to the library collection or transferred to the Friends of the Itasca Community Library, a non-profit organization, for use in its book sales. The proceeds from the Friends of the Library book sales are donated to ICL in support of its mission, programs and to enhance the library's collections.

The library cannot assess or suggest a value for non-monetary gifts for income tax or other purposes. Donation receipts may be issued but cannot contain a statement of value.

Due to a limitation in storage space only 1 box or bag per patron will be accepted. All items must be in good condition and must adhere to the recommended guidelines:

ICL ACCEPTS:

- Adult fiction and nonfiction books
- CDs and audiobooks with cases
- DVDs/Blu-ray with cases
- Juvenile and young adult material

ICL DOES NOT ACCEPT:

- Damaged material (including but not limited to water damage, dust/cobwebs, highlighting, odors, stains and rips).
- Encyclopedias
- Magazines
- Record albums
- Textbooks

Approved 9/18/2018