

# Donation Guidelines for the Friends of the Amesbury Public Library Bookshop

We thank you for your help in keeping the APL Friends Used Bookshop fully stocked with appealing materials!

## **We will gladly accept:**

In clean, dry and gently used condition...

- Hardcover and paperback books for Adults, Teens and Children - Fiction and Nonfiction
- DVD films
- Music CDs
- Audio books on CD
- Puzzles and Games

Quantity of donations per day is limited to 2 cardboard boxes (no larger than copy paper boxes) or 4 grocery bags. If you have a larger donation, please call the APL circulation desk ahead of time at 978-388-8148 to make sure that a volunteer is available to assess and receive your donation. Friends volunteers and/or APL staff will decline donations that do not meet guidelines. APL staff are NOT ALLOWED to help off load donations and Friends volunteers are often UNABLE to carry heavy items so *please bring a helper if you will need one*.

All donations require volunteer time to sort and library space to shelve and store, both of which are always in short supply. You can help us by **discarding** items that we do not accept as described below.

## **We cannot accept books in the following condition(s):**

- Wet, moldy, mildewed, musty or water damaged (previously wet)
- Dirty or Soiled; Cigarette odor
- Damaged --- broken spines, excessively highlighted, torn or missing pages

## **Certain items, for whatever reason, do not sell in the shop and we cannot accept them:**

- Encyclopedias; Textbooks
- Reader's Digest condensed books
- VHS tapes
- Audio books on tape
- Vinyl records (LPs); Music cassettes
- Homemade copies of any media

**Condition matters!** *If you would not give it to a friend, please don't give it to The Friends!*

## **FAQs:**

What happens to the items I donate?

- Depending on the quality of donated items, they will be sold in the Friends Bookshop, put into the general collection of the APL, donated to local non-profits or recycled.

How much can I claim as a charitable donation?

- The Friends cannot assign value to your donation. A receipt designating the number of hardcovers and paperbacks can be provided upon request.