

## **Donation Procedures**

The Phelps Community Memorial Library has to pay someone to remove items not needed by the library.

STAFF: Use the following guidelines regarding accepting donations. Go through the items and only accept the following:

### ACCEPT:

- DVDs
- Music CDs
- Sheet Music
- Knitting & Crocheting Pattern Books
- Puzzles
- Games
- CD Audio Books
- Unabridged Cassette Audio Books
- Playaways & MP3 formatted audio books
- Gently used toys
- Costumes for the Dress-Up Corner
- Children's Series Books
- Newer books & Paperbacks by popular authors
- Yearbooks & Local History items

### NOT ACCEPT:

- VHS tapes
- Abridged Cassette Audio Books
- Old books & old paperbacks
- Textbooks
- Reference books more than 5 years old
- Travel books more than 2 years old
- Illustrated books with black & white pages
- Dated fiction not relevant to today's youth
- Any outdated information
- Dirty or moldy items or books with torn pages and written in
- Encyclopedias
- Children's paperbacks