

## Book Donation Guidelines

The Smithtown Library accepts donations through curbside pickup appointments only at all four buildings. All donations accepted by The Smithtown Library become the property of the Library and will be utilized in the manner deemed most appropriate by the Library staff. Donated items could be added to the collection, given to the Friends of The Smithtown Library for their book sales or disposed of in some other appropriate manner.

The Friends Book Sales are currently available at all four library buildings: Smithtown, Commack, Kings Park and Nesconset. All proceeds from Friends Book Sales are used to benefit the Library.

**Donations are limited to 25 items a day per building.** Materials must be dropped off using a curbside appointment during specific hours. Donated material will not be accepted inside the buildings or in the book drop. Appointments can be made with our Reference or Circulation Desks. Receipts will be available. We do not count or place a value on your donation. We suggest you speak to your tax preparer regarding charitable donations.

We do not accept books or other materials that are:

Brown	Moldy	Damp	Insect damaged
Burnt	Musty	Smelly	Water damaged
Chewed	Ripped	Highlighted	Missing covers
Damaged	Soiled	Yellowed	Written in

*(Please note: generally books stored in an attic, garage or basement have one or more of the conditions listed above.)*

We do not accept:

AAA Travel Guides	Bootleg DVDs	Case law
Cassette tapes	Catalogs	Cliff Notes
Computer games	Computer software	Condensed books
Dissertations	Encyclopedia Yearbooks	Encyclopedias
Games	Homemade DVDs or CDs	Magazines
National Geographic	Professional Journals	Puzzles
School Yearbooks	VHS	Vinyl records

We do not accept certain books more than 5 years old, specifically in these areas:

Business	Test Prep
Computers	Textbooks
Health / Medical	Travel
Investment	

Any questions you have regarding book donations can be referred to the Reference Desk at The Smithtown Library (631) 360-2480.

