

BOOK/MATERIALS DONATION GUIDELINES

B. B. Comer Memorial Library accepts:

- New or gently used hardcover and paperback books
- Magazines in good condition
- Media materials (DVD, CD, audiobooks) in good condition
- Other items as approved by the library director

Any large donations must be approved by the library ahead of time. Please remember to bring donations in boxes/bins that weigh less than 50 pounds. Staff and volunteers are not allowed to lift any box that weighs, or appears to weigh, more than 50 pounds.

Please read through the following guidelines and, if you have any questions, call us at 256-249-0961.

The Library cannot use the following materials:

- Cassette tapes
- VHS tapes
- Encyclopedias more than 5 years old
- Books that show excessive damage, including water damage, mold, and dust
- Books that have obvious insect damage, including spider webs
- Books that smell strongly of cigarette smoke or pets
- Used books, textbooks, or materials with highlighting, handwriting, or scribbling (except author signed books)

Donations are Tax Deductible

- At your request, the Library will provide you with a letter of receipt that you may fill out for tax purposes. The Library staff is not qualified to determine the value of your donation. It will be up to you to assign a value for tax purposes.

Bringing Donations to the Library

- Please bring your donations in small boxes or bags that can be easily carried. (Due to OSHA regulations, staff members are not allowed to lift heavy boxes.)
- If you will need assistance unloading the materials, call us at least one day in advance (256-249-0961). The Library gets very busy at times and we cannot guarantee the availability of staff without advanced notice.
- Please, DO NOT place donated materials in the book drop.

Large Donations (more than 10 boxes)

- If you have a large amount of materials that you wish to donate, please contact the Library staff by phone at 256-249-0961 with the quantity and a description of the materials. Donated items are evaluated with care and we have only limited storage space to store materials while they wait to be processed.
- A staff person will contact you promptly to let you know if the Library is able to accept a large number of materials and will set an appointment time to help with unloading the materials.

What does the B. B. Comer Memorial Library do with donations?

- All donations are greatly appreciated. The library adds donated items to the collection as needed, or sells them in the library's used book store. The money raised through sales and cash donations helps to fund purchase of new books for the children's department.

Thank you for supporting the mission of the Comer Library by donating your gently used items!

BOOK/MATERIALS DONATION POLICY

B. B. Comer Memorial Library accepts donations of books, audio/video recordings, magazines, and other items as approved by the library director. If a donation is accepted by the Library, the donation shall be final and no restrictions on the Library's ownership, possession, use, or disposition of the gift shall be effective. The library also reserves the right to decide when a donation added to the collection must be withdrawn. Donated items will not be returned to the donor.

The library will acknowledge receipt of donated items but is unable to set a fair market or appraisal value. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value.