

MATERIALS DONATIONS PROCEDURES

What we ACCEPT:

- Hardcover and paperback books (fiction and nonfiction)
- Pre-ISBN books
- Gently used Children's books (especially Newberry winners)
- Travel books (Copyright within the last 4 years)
- DVDs and Books on CD (must be operable and include the original artwork and casing.)

What we DO NOT ACCEPT:

Condition Requirements: Books must be free of mildew, mold, stains, insects or excessive dust and dirt. In addition, books cannot have water damage, nor should they exhibit excessive spine damage, have missing pages or missing covers. No part of the book's pages should be removed with scissors or razor blades.

- Dictionaries, Thesauri, Encyclopedia Britannica, World Book, or Incomplete Sets
- Academic Journals on Literary Criticisms
- Activity Books (e.g. coloring, crossword)
- Books published by magazines
- Case Law and Procedural Law Books
- Custom Course Packets
- Directories or Telephone Books
- LP Records, VHS Tapes, Cassettes, or CDs
- Open Software Sets
- Periodicals or Magazines (e.g. National Geographic, TV Guides)
- Book Club Editions
- Harlequin Romance Novels
- The Modern Library Series
- Reader's Digest Condensed
- Marquis Who's Who
- Law Codes or Statutes
- Surplus material from other institutions
- Computer, business, current events, or medical books
- Anything stored outside the home (storage sheds, garage, barn)
- Text books

Where and When to Donate

- Small donations (one or two bags/boxes) may be dropped off during regular hours. Staff prefers to be contacted for acceptance of the donation before entering the building. Please check library hours on the website which are subject to change.
- Larger donations of any size must be approved by library staff and an appointment made for acceptance of delivery. Please call the Library during current library hours at 970-327-4833.

Value of your Donation

Your donation is tax deductible. Although we are unable to assign a dollar value to your donation, you will receive a receipt at the time of drop-off.

Value of your Donation

Your donation is tax deductible. Although we are unable to assign a dollar value to your donation, we are happy to give you a receipt at the time of drop-off. I HAVE READ AND ACCEPT THE DONATION GUIDELINES; PLEASE PRINT

NAME: _____

ADDRESS: _____

PHONE# _____

EMAIL: _____

Lone Cone Library

1455 Pinion St.

PO Box 127

Norwood, CO 81423

[sta @loneconelibrary.org](mailto:sta@loneconelibrary.org)

970-327-4833 ext 1#

THANK YOU FOR YOUR DONATION

Your donation is tax deductible.

The Lone Cone Library is unable to assign a dollar value to your donation.

Some donated items may be added to the Library's collection, but the great majority are sold through the Colorado Library Consortium, or placed on the free rack in the lobby. You can greatly help the sta if you donate only saleable books and other media. It takes time, space and energy to sort out and recycle damaged, outdated and unsaleable material. Please recycle unsaleable materials and do not bring them to the library.

DONOR SIGNATURE _____

STAFF RECEIVING DONATION: _____

DATE OF DONATION: _____

TYPE OF DONATION: BOOKS: _____ CDS _____ DVD _____

THANK YOU FOR YOUR DONATION TO THE LONE CONE LIBRARY