

Book Donations Policy for Matthews Public Library

- Donations will be subject to the library's collection policy. An item that is not added to the main collection may be sold at our annual Book Sale to generate funds for Matthews Public Library services and programs.
- Donations accepted:
 - Books in good to excellent condition
 - Media materials such as DVDs and CDs in good condition
- The library cannot use the following materials: textbooks, magazines, encyclopedias, *Reader's Digest* condensed books, vinyl records, damaged or moldy materials, and materials with highlighting or handwriting (except author-signed books).
- Although no magazines will be accepted as donations to the library, you can donate used magazines to the magazine swap table located on our first floor.
- Patrons wishing to donate a large number of items should contact the library before dropping them off to make sure the library currently has space to store the donation.
- The library asks that the donated items be delivered in small boxes or bags that can be easily lifted and carried.
- Do not place donated materials in the book return box.