

Mount Vernon City Library Donation Guidelines

Mount Vernon City Library welcomes your support of our mission through gifts in the form of financial support or donated items. **All materials donations must be arranged in advance.**

Your donation may be added to the Library's collection, sold at the Friends of the MVCL Book Nook or book sales, given away, or recycled.

Receipts can be provided designating how many items were donated. We do not determine the value of your donation.

Once our inventory needs have been met, we may decline to accept donations.

Accepted items:

- Recent hardcover/softcover fiction books (less than 5 years old)
- Recent hardcover/softcover non-fiction books (less than 5 years old)
- Children's books
- DVDs and/or Blu-rays
- Recent audiobooks and/or music CDs (less than 5 years old)
- Recent magazines for our "Free Magazines" shelf (less than 3 years old)
- Financial support

Donated items must be in "gift worthy" (good/excellent) condition and free of odor, mold and infestation.

The Library will not accept the following materials:

- Boxes of books that have not been properly inspected by the donor
- Items that are damaged, dirty, moldy, marked, worn, torn or otherwise in poor condition.
- Magazines over 3 years old
- Newspapers
- Textbooks
- Condensed books (Reader's Digest)
- Encyclopedias
- VHS
- Music cassettes or vinyl record albums
- Anything donated with restrictions as to disposition or use

How to Donate

Materials

All materials donations must be arranged in advance. Please do not drop anything off without calling first. Drop off hours are Monday - Saturday 10 a.m. – 3 p.m. Donations must be delivered in a box or bag, and these **will not** be returned.

Financial Donations

All monetary gifts will be deposited into the Friends of the MVCL account. Checks for monetary gifts to the MVCL should be made out to “Friends of the Mount Vernon Library”

If money is given in memory of a friend or loved one, a suitable book(s) is purchased by the library and a book plate commemorating the gift is placed inside the front cover. These materials will be subject to the same review for continued retention or deaccession as all other library materials.

Other Information

Due to space constraints and limited processing resources, MVCL is unable to accept all materials offered to us. The library reserves the right to:

- Accept or refuse all gifts
- Dispose of unsolicited materials
- Dispose of any gift without notification to the donor, if in the judgment of the staff, such item no longer serves the purposes of the library.

Once an item is accepted by the Library, the item becomes the sole property of the Library and will be handled in any way the Library deems appropriate.