

Hastings Highlands Public Library

Area : Operational

Initial Policy Approval Date:

Policy Title: Material Donations

Last Review:

Policy Number:: OP-23

Year of next review: 2025

HHPL only accepts material that can be resold. Donated items must meet the following criteria:

Preferred donations:

- DVDs
- Audiobooks
- Local History Titles
- Classics in new editions
- Recent bestsellers and books that have been published in the last 7 years
- Children's books in excellent condition (English and French)

If your materials do not meet our criteria please consider donating them to other non-profit organizations.

We *do not* accept:

- Items that are out-of-date or soon to be, for example VHS tapes, magazines, computer books, textbooks, encyclopaedias, travel guides. Generally, most nonfiction older than 7 years won't be added to the collection
- Items that are in poor condition, for example yellowing pages, musty or moldy, stained, water damaged, defaced, etc.
- Items that are likely to be in low demand, for example Encyclopedia's, Reader's Digest Condensed Books
- Any material copied from originals

Donated materials may be added to the collection, sold in a book sale, or recycled at the library's sole discretion.

Please note that we do not issue tax receipts for donations.