

Hamilton Public Library's Material Donation Policy

The Hamilton Public Library is happy to accept your donation of new books, DVDs, and any other items in Like-New condition. Any materials or property donated to the Library will become the property of the Library. The Library will process donated items in a manner that best meets the vision and needs of the Hamilton Public Library. Materials that are not needed for the Library's collection will be given to the Friends of the Library to be sold in their annual used book sale. Proceeds from the used book sales support Library services and programs.

We do not accept:

- Books over 5 years old
- Encyclopedias
- Music CDs
- VHS tapes
- Cassette tapes
- Magazines
- Textbooks
- Reader's Digest
- **Items in poor condition** (*yellow pages, dusty, highlighted text, mildewed, odor/stains, and/or bug droppings or books with torn pages, missing covers or have been kept in long term storage, barns, or buildings and otherwise, damaged*)
- **Items that are unhealthy to handle** (*dirty, grimy, musty, moldy, smelly, chewed, wet, and contain live or dead bugs*)
- Materials that have excessive wear and tear, torn pages, or missing covers

We do accept:

- Current (New) fiction and non-fiction books
- Current (New) DVDs
- The Library accepts monetary gifts with the understanding that the Library Director will determine the collection needs of the Hamilton Public Library.
- Donations of cash or checks may be made directly to the Hamilton Public Library in the form of a gift, donation, memorial, or honorarium.

The Library prefers to receive current items in excellent condition. Items in poor condition do not hold up to library processing and circulation. These items may be disposed of in accordance with the TSLAC standards or they may be given to the Friends of the Library for their annual used book sale. Proceeds from the used book sale supports Library services and programs.

Items we prefer to receive include:

- Hardbound current novels for recreational reading
- Current bestsellers of fiction
- Non-fiction books with current information
- Children's titles, Jr. titles, Young Adult titles
- Historical material related to Hamilton County and surrounding towns
- Yearbooks from local schools
- Current UNABRIDGED audiobooks, both fiction and nonfiction
- Current (New) DVDs purchased, not copied and in cases with covers

The Hamilton Public Library subscribes to The CREW method for collection evaluation as found in CREW: A Weeding Manual for Modern Libraries. <http://www.tsl.state.tx.us/ld/pubs/crew> Texas State Library and Archives Commission.