

DONATED MATERIALS POLICY

The London Public Library accepts donations of print and audiovisual materials (DVDs, VHS Movies, Music CDs, Audio books and Video Games) for the purpose of either being added to the library's collection or to be placed in the Friends of the Library Book Sales.

Donated materials may or may not be added to the collection based on existing selection criteria and condition of the items. Once given, no donated materials can be returned to the donor.

Materials must be in boxes or bags and be delivered to the library by the donor during regular library hours. Please do not put donations in the book drop.

Only clean materials in good condition will be accepted; please do not bring items that are *damaged, moldy or dirty*. **The library does not accept encyclopedias, magazines, old computer software or academic titles.**

Persons wishing to have verification of their donation for tax purposes need to submit a **Library Donation Form** (available at the Circulation Desk).

For questions regarding material donations, please contact the library director at 740-852-9543.

Revised October 17, 2011
Adopted: March 13, 1991
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