

## **Winona Public Library Donation Policy**

**One box or bag of items accepted per person per month.**

### **We will accept materials:**

- In Good Condition
- That are new or gently used

### **We accept the following items:**

- All fiction titles (classics, small press, self-published, etc)
- Hardcover books with Dust Jacket (Book Cover)
- Mass Market Paperbacks (small paperback books roughly 4x6 inches – Harlequin Romance Novels)
- Trade Paperbacks (larger paperbacks roughly 6x8 inches)
- Books on CD
- Music CDs of all genres
- DVDs

### **We will NOT accept materials if:**

- Materials were previously stored in a basement/garage
- Items smell musty or old
- Items have mold/mildew, handwriting, or highlighting
- Pages are missing
- Pages are yellowed

### **We do NOT accept the following items:**

- Encyclopedias, Dictionaries, or Textbooks
- Magazines
- Nonfiction & Fiction Annals (items published every year – almanacs, facts on file, yearbooks)
- Nonfiction Items and Music CDs published prior to 2004
- Items with Spiral Spines
- VHS – Video Cassette Tapes
- Books on Tape (Cassette)
- Advanced Reader Copies (ARCs)/Proofs

**If the library does not add your item to the collection, the item will be placed on the Friends of the Library Book Sale or discarded.**

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